

Commission on Peace Officer Standards and Training  
Commission Meeting/Public Hearing

AGENDA

July 27, 1978, 10 a.m. to 5 p.m. - Barcelona Room  
July 28, 1978, 9 a.m. to 3 p.m. - Toledo Room  
Sheraton Inn - Airport  
1590 Harbor Island Drive, San Diego

A. Open of Meeting - Introduction of Guests

B. Approval of Minutes of April 20-21, 1978 Meeting

Action

C. Consent Calendar

Note: Consent Calendar items will be placed on the regular agenda upon request by a Commissioner.

1. Financial Report - F. Y. 1977/78

Fiscal year financial report will be distributed at the meeting.

2. Report of final approval of F. Y. 1978/79 Budget

3. Yearly Contract Report

A summary of all contract activity in which POST was engaged during the past fiscal year.

4. Course Certification/Modification/Decertification Report

Since the April meeting, there have been 38 certifications, 6 modifications, and 14 decertifications.

5. Staff Organization and POST Objectives for 1978/79

This report contains organization charts reflecting administrative budget reductions effective July 1, 1978. It also evaluates staff objectives from 1977 and details staff objectives for 1978/79.

6. Commission Policy

This report details policy decisions made by the Commission at a previous meeting. On approval, the following will become a part of the Policy Manual:

- a. Basic Course Certification
- b. Certification of Labor Negotiation Courses

## 7. Resolutions

- a. Resolution of appreciation for Donald McIntyre, City Manager of Pasadena, for his four dedicated years as a POST Commissioner.
- b. Resolution of appreciation to retiring Assistant Director Ed Toothman for his outstanding 11 years of service to the Commission.
- c. Resolution of appreciation to retiring State Senator Dennis Carpenter for his exceptional legislative assistance to the Commission.

## 8. Correspondence

D. Public Hearing

Action

## 1. Definitions

To amend Section 1001 (d) and (v), definitions of "Certified" and "Approved" Course; subsequently modifying 1005 (g), "Approved" Courses, and add new Section 1007, Standards for Approved Courses. (Bulletin 78-11)

## 2. Proposal to re-establish citizenship as a Commission standard for employment as a California peace officer.

Note: There will be a request to remove this item from the agenda until the U. S. District Court, Los Angeles, completes its review of California's peace officer citizenship laws.

## 3. Reserve Officer Standards

To set standards for reserve officers, effective January 1, 1979, as required by Penal Code Statutes 830.6, 832, 13510 and others. (Bulletin 78-10)

E. Aid to Local Government Reimbursement

Action

Proposal and alternatives to increase salary reimbursement level for job-specific and mandated courses, i.e., Basic, Advanced Officer, Supervisory, and Management.

F. Advisory Committee

Committee Chairman Tielsch will report on his Committee's activities and recommendations on:

- Advanced Officer Training
- Others

G. Specialized Law Enforcement Committee

Committee Chairman Anthony will report on his Committee's recommendations for continuance of the Public Hearing at the October Commission meeting.

H. POST Selection Standard -- Reading Skills Test

Action

Alternatives for the implementation of Regulation 1002 (a)(7), reading skills requirement.

I. Future Basic Training Committee

Committee Chairman Jackson will report on his Committee's meeting.

J. Legislative Review Committee

Committee Chairman Ellingwood will present his Committee's report.

K. Validation Committee Status Report

Committee Chairman Grogan will give a status report on the L.E. A. A. funded Validation Project.

L. Approval of October 1978 Public Hearing Agenda

Action

1. Travel Reimbursement Plan Revision
2. Technical Modifications of Regulations

M. Appeal

Action

Professor Ian McAndrew, California State University, Sacramento, will appear to appeal Executive Director's decision to deny course certification, "Employee Relations in Law Enforcement".

N. Contracts

Action

1. CPOA Legislative Update Seminars and Legislative Manual
2. Executive Development Course renewal -- Tom Anderson
3. Management Course renewal -- C. S. U., Humboldt
4. Management Course renewal -- San Jose State
5. Management Course renewal -- C. S. U., Northridge
6. Management Course -- C. S. U., Long Beach
7. Revision of C. S. T. I. Contract
8. Law Enforcement Report Writing Course - Bruce Olson

O. Appointment of Budget Review Committee and Set Meeting Date for Mid-August

Action

P. Election of Vice-Chairman

Action

Q. Old/New Business

1. Police Vehicle Accident Study Report
  - a. Driver Training Allocation
2. Implementation of Revised Basic Course (BCEE)

R. Dates of Future Meetings/Hearings

October 19-20, (proposed) Eureka Inn, Eureka, California  
January 18-19, Southern California  
April 19-20, Northern California  
July 26-27, Southern California  
October 18-19, Northern California

S. Adjournment



State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

April 20-21, 1978  
Oakland Hilton Inn

The meeting was called to order at 10 a.m. by Chairman Sporrer.  
A quorum was present.

Commissioners present:

Louis L. Sporrer	- Chairman
William J. Anthony	- Commissioner
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner (4/20 only)
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Vice-Chairman (4/20 only)
Nathaniel Trives	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General

Advisory Committee Representative:

George P. Tielsch, Advisory Committee Chairman and representative of the California Police Chiefs' Association, present April 21.

Staff present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Management Services
Glen E. Fine	- Bureau Chief, Special Projects
Bradley W. Koch	- Director, Standards and Training
Otto H. Saltenberger	- Director, Administration
Harold L. Snow	- Special Assistant, Executive Director's Office
Gerald E. Townsend	- Director, Executive Office
George W. Williams	- Bureau Chief, Administration
Imogene Kauffman	- Executive Secretary

Visitors:

Fred E. Allen	- Butte Center
Chuck Anderson	- Central Coast Counties Police Academy
Neil L. Andre	- San Pablo Police Reserve
Glen D. Barnett	- Southern Pacific Police
J. Barney	- Sr. Special Investigator, D. M. V.

Frank Benaderet  
Richard Bendel  
Nick Bennett  
Bruce Bickle  
Rober Binkley  
Robert D. Bryn  
R. W. Cain  
J. Patrick Carter  
Charles H. Chapman  
Leslie A. Clark  
Judge George Crawford  
P. N. Curtin  
Paul D'Andrea  
Harry C. Dano  
Dick Diltz  
Ed Doonan  
Keith Emerson  
Albert W. Errick  
Jon A. Fasana  
Robert C. Fox  
Dennis Garton  
Cliff Gerst  
Jerry G. Gilliam  
Robert L. Grate  
Wm. J. Gregoire, Jr.  
Andy Grimes  
Ron Hedberg  
Dennis Hendrickson  
John Holmes  
W. A. Hopper  
Herbert B. Hoover  
Tim Huff  
A. V. Iannarelli  
Henry W. Ingwersen  
Charles Iversen  
Thomas Jay  
Peter Jensen  
Gerald J. Johnson  
Richard Klapp  
J. S. Kruger  
Arthur G. LeBlanc  
Jim Lenzen  
John MacIntyre  
Owen McGuigan  
Gilbert Magness  
John F. Mahon  
Eugene L. Majors  
Donald E. Moura  
Bruce Nelson  
Guillermo O'Lea  
Martin J. Mayer

- San Rafael Police Department  
- Manager, D. M. V.  
- Broadmoor Police Department  
- Manteca Police Department  
- Lieutenant, Redwood City Police Department  
- Ohlone College  
- Captain, Alameda County Sheriff's Department  
- Atchison, Topeka & Santa Fe Railway Co.  
- Marshal, Stanislaus County  
- Sacramento Training Center  
- Retired, San Diego  
- South Pasadena Police Department  
- Department of A. B. C.  
- Lafayette  
- Department of Forestry  
- Sacramento Sheriff's Department  
- San Diego Police Academy  
- Santa Cruz County Sheriff's Department  
- South Pasadena Police Department  
- Department of A. B. C.  
- Colma Police Department  
- San Carlos Police Department  
- Southern Pacific Police  
- Solano County Marshal's Office  
- San Bernardino County Marshal's Office  
- Fairfax Police Department  
- Manteca Police Department  
- U. C. Berkeley Police Department  
- Chief, Division of Compliance, D. M. V.  
- Chabot College  
- Department of Justice  
- California Division of Forestry  
- Lieutenant, Cal. State - Hayward, Police Dept.  
- San Rafael Police Department  
- Contra Costa County Marshal's Office  
- Ohlone College  
- Assembly Criminal Justice Committee  
- Chief, Personnel Utilization, Parks & Recreation  
- Lieutenant, San Francisco Police Department  
- Training Officer, Parks and Recreation  
- Chief of Police, Coronado Police Department  
- Oakland Police Department  
- Marshal, Ventura County  
- San Carlos Police Department  
- Sacramento Sheriff's Department  
- Marshal, Los Angeles County  
- San Bernardino Sheriff's Department  
- Criminal Justice Resource System  
- El Cerrito Police Department  
- Salinas Police Department  
- League of California Cities

Alex Pantaleoni  
David B. Parker  
R. C. Randolph  
Thomas G. Reese,  
Lee Reynolds  
Earl Sargent  
Roland Schaffer  
James Shannon  
G. R. Sherman  
Bob Shusta  
J. Winston Silva  
Rich Silverman  
Bruce Simpson  
Tom Sims  
Kip Skidmore  
Donald R. Spencer  
Wm. A. Thompson  
John Thomassen  
Walt Tidwell  
Bill Vencill  
Mike Weymouth  
Jim Wictum  
Richard G. Williams  
Fred Woods  
Ralph H. Woodworth

- Rio Hondo College and CAAJE Representative
- College of Sequoias
- Marshal, San Bernardino County
- Sergeant, Daly City Police Department
- East Bay Regional Park District
- Sergeant, Oakland Police Department
- East Bay Regional Park District
- Captain, San Francisco Police Department
- Union Pacific Railroad
- Training Manager, Concord Police Department
- Chancellor's Office, California Community Colleges
- Concord Police Reserve Association
- Deputy, Santa Cruz Sheriff's Department
- East Bay Regional Park District
- Management and Manpower Services, D.O.J.
- Lieutenant, CHP Academy
- Peralta College
- Peralta College
- California District Attorney Investigators Assn.
- Concord Police Reserves
- Contra Costa Sheriff's Department
- Inspector, Fish and Game
- San Bernardino County Sheriff's Department
- Undersheriff, Stanislaus County Sheriff's Dept.
- Riverside County Sheriff's Department

A. Opening of Meeting - Introduction of Guests

Recently appointed Commissioner, Nathaniel Trives, was introduced. Commissioner Trives is an associate professor, Criminal Justice Department, Cal State University, Los Angeles, and a Santa Monica City Councilman.

B. Approval of Minutes of January 19-20, 1978, Meeting

MOTION - Ellingwood, second - Jackson, carried unanimously for approval of the minutes as presented.

C. Consent Calendar

1. Financial Report - 3rd Quarter F. Y. 1977/78

Report, "Analysis of Change in Peace Officer Training Fund", is Attachment "A" of these minutes.

2. Course Certification/Modification/Decertification Report

Report is Attachment "B" of these minutes.

## Consent Calendar - cont.

## 3. Commission Policy

Details policy decisions made by Commission at its last meeting.

MOTION - Grogan, second - Holloway, motion carried for approval of the consent calendar.

D. Public Hearings

## 1. Public Hearing on POST Professional Certificates

No person in the audience desired to discuss this matter. The Commission then took action which approved without change the Public Hearing proposal listed below:

MOTION - Ellingwood, second - Kolender, carried unanimously:

- a. Amend Regulation 1011 (b) to provide that professional certificates be awards for achievement and subject to cancellation only if they are obtained through misrepresentation, fraud, or issuance due to administrative error.
- b. Amend Commission Procedure F-3 to implement the change in Regulation 1011 (b). Amendment to become effective July 1, 1978.

## 2. Public Hearing on POST Supervisory Certificate

After discussion by persons in the audience, the following action was taken which approved without change the Public Hearing proposal listed below:

MOTION - Gates, second - Trives, carried unanimously:

- a. Amend Regulation 1001 to change the definition of "First-Level Supervisory Position" as follows:
  - (i) "First-Level Supervisory Position" is a position above operational level for which commensurate pay is authorized, occupied by an officer who, in the upward chain of command, principally is responsible for the direct supervision of employees of a department or is subject to assignment of such responsibilities and most commonly is the rank of sergeant.
- b. Amend Regulation 1011 (c) to provide a professional certificate for qualified supervisors.

## Public Hearings - cont.

- c. Amend Regulation 1011 (e) as follows:

Prior to the issuance of a Basic Certificate by the Commission, the department head shall attest that the officer for whom the certificate is being sought has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to an officer who enters a department laterally.

- d. Amend Commission Procedure F-1 to implement the change in Regulation 1011 (c) as follows:

1-8 The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Supervisory Certificate:

- a. Shall possess or be eligible to possess the Intermediate Certificate.
- b. Shall have been awarded an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001 (a) of the Regulations.
- c. Shall have completed satisfactorily the Supervisory Course or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and for a period of two years shall have served satisfactorily as a supervisor as defined in Section 1001 (d) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

3. Public Hearing on Revision of Basic Training Requirements

After discussion by persons in the audience, the following action was taken:

MOTION - Jackson, second - Holloway, carried unanimously to adopt the proposed Commission Procedure D-1 which will expand curriculum requirements and establish a minimum 400-hour Basic Course.

(Note: Same as original Public Hearing proposal.)

## Public Hearings - cont.

MOTION - Gates, second - Jackson, motion carried (Noes: Holloway and Mc Cauley) to adopt the following proposed policy change regarding certification of basic academies: (Note: Change from original Public Hearing proposal.)

Continue to certify the entire course, but issue a policy statement clarifying the Commission's position regarding certification. This would put the Commission on record regarding its intent and preclude misunderstanding by academy directors. The policy statement would read as follows:

"When the Commission certifies presentations of the Basic Course, the act of certification means:

1. The Commission has been assured that facilities, instructional staff, and course management are adequate.
2. The Commission has been assured that at least the minimum curriculum content and hours of instruction (Section D-1, POST Administrative Manual) will be presented in the Basic Course.
3. Agreement exists that the Commission will monitor presentations in order to assure conformance of its minimum standard and to maintain quality control.

"Certification does not imply the Commission has adopted any locally required training subjects as state-level requirements, nor does the Commission take responsibility for the adverse impact of any locally required subject matter."

MOTION - Holloway, second - Gates, carried unanimously for adoption of the Consortium Committee's proposal that the adopted changes become effective July 1, 1978.

#### 4. Public Hearing on Specialized Law Enforcement Certification Program

After extended discussion by persons in the audience, the Commission took the following action to extend completion of the Public Hearing until October.

MOTION - Anthony, second - Kolender, carried unanimously there be appointed a "Specialized Law Enforcement Committee" to study the Specialized Program; to work with the Advisory Committee and return with a report to the Commission at the October meeting. Until that time, the Specialized Law Enforcement Certification Program shall remain status quo, including the moratorium on new agency entry.

## Public Hearings - cont.

Chairman Sporrer appointed the following Commissioners to serve on the Specialized Law Enforcement Committee:

William Anthony	- Chairman
Brad Gates	- Member
Nathaniel Trives	- Member

Advisory Committee Chairman Tielsch appointed the following members to serve:

Wayne Caldwell	- Specialized Law Enforcement Representative
Roberta Doran	- WPOA Representative
James Grant	- State Sheriffs' Assoc. Representative
Larry Watkins	- CHP Representative

E. Selection Standards Validation Committee

Commissioner Grogan, Chairman of the Selection Standards Validation Committee reported on the results of the March 23 meeting.

MOTION - Grogan, second Holloway, carried unanimously for adoption of the Validation Committee recommendations from the March 23 meeting, as follows:

1. The Commission authorize the Committee to review and approve grant project progress reports in order to avoid calling special Commission meetings.
2. The Commission approve the following as research priorities for the grant project:
  - a. Validate physical ability and physical performance requirements which may incorporate height and weight, and
  - b. Validate written test for entry level which would include reading and writing skills testing.

MOTION - Grogan, second - Anthony, carried unanimously for approval of the LEAA request that POST submit application to augment the grant in order to provide for monies to prepare written documents which will enable other states to make use of the research.

## Selection Standards Validation Committee - cont.

In response to the LEAA request that POST consider submitting application for grant funds to test a model designed to enable projections of future criminal justice manpower requirements:

MOTION - Grogan, second - Kolender, carried unanimously that POST take on no further programs at this time.

F. Advisory Committee

Advisory Committee Chairman Tielsch reported on his Committee's recommendations for reserve Officer standards for the July Public Hearing. List of recommendations is Attachment "C" of these minutes.

MOTION - Gates, second - Grogan, carried unanimously that the POST Advisory Committee and Chairman Tielsch be commended for the excellence of the research and report on reserve officer standards. The report addressed in-depth recommendations on:

- a. Training standards for reserve levels I, II, and III;
- b. Definition of "working alone", "immediate supervision", "prevention and detection of crime and the general enforcement of laws"; "limited function"; and peace officers possessing a Basic Certificate.
- c. Certificates
- d. Selection standards.

Commissioner Jackson stated, due to his concern with the rationale of the Advisory Committee having recommended dual standards of training for a reserve working alone, he mailed a questionnaire to all chiefs and sheriffs in California. 239 responses were received to the questions:

- |   |            |
|---|------------|
| ● Reserves should receive the same training as regular peace officers . . . . . | <u>79%</u> |
| ● Reserves should receive more training than regular peace officers . . . . .   | <u>0</u>   |
| ● Reserves should receive less training than regular peace officers . . . . .   | <u>21%</u> |

Jack Pearson, President of PORAC, addressed the Commission in support of 400-hour basic training requirement for level I reserves.



## Advisory Committee - cont.

Art LeBlanc, Chief of Police of Coronado Police Department, representing the San Diego Chiefs and Sheriffs Association, addressed the Commission in opposition to a 400-hour training requirement for reserves.

MOTION - McCauley, second - Holloway, the Commission accept the report of the Advisory Committee and use it as the basis for the July Public Hearing. Question not called.

SUBSTITUTE MOTION - Gates, second - Jackson, carried unanimously that the Commission accept the report and recommendations submitted by the POST Advisory Committee. The report will be presented as one alternative for the Public Hearing in July; staff is to develop an alternative proposal providing that the training standards for level I reserves be the same as required for regular officers, and background investigation and medical screening requirements be the same as for regular officers.

The Chairman gave informal direction that staff prepare and send out a questionnaire to the field requesting input on the following controversial issues:

- a. Training requirement for the level I reserves.
- b. Background investigation requirement.
- c. Medical Requirement.

G. Legislative Review Committee

Herb Ellingwood, Chairman of the Legislative Review Committee, presented the following legislation for Commission action:

1. Proposed Legislative Resolution - Role of POST

MOTION - McCauley, second - Gates, carried unanimously to oppose the "Role of POST" Resolution.

2. Proposed Legislation - Tear Gas Training for Private Security and Citizens (S. B. 1931)

MOTION - Ellingwood, second - Grogan, carried unanimously that the proposed legislation, S. B. 1931, be referred to interim study.

(It is planned that S. B. 1931 would be amended to deal with the problems of transferring the authority for private security

Legislative Review Committee - cont.

training standards from POST and/or Department of Consumer Affairs to the Department of Justice, and amend P. C. Section 12403.7 by removing POST and giving sole authority to D. O. J. for tear gas for citizens.)

3. Proposed Legislation - Corrections Commission

MOTION - Ellingwood, second - Trives, motion carried (No - McCauley) there should be a Corrections Commission and the POST Commission would support the concept but would oppose any dilution of the POTF.

4. Proposed Definitions - Course Approval for Certification

MOTION - Ellingwood, second - Grogan, carried unanimously to approve for the July 1978 Public Hearing the proposed regulation and procedure changes concerning definitions for approved and certified courses, and consolidation of curriculum standards pursuant to legislative training mandates.

5. Citizenship Standard

MOTION - Ellingwood, second - Gates, carried unanimously, as upheld by the U. S. Supreme Court in *Foley vs. New York State* on 3-23-78, there be a citizenship entry requirement for peace officers; to approve for the July 1978 Public Hearing a citizenship requirement as a POST standard.

6. Status of Legislation

The Status of Legislation for 1978 Report is made Attachment "D".

7. Proposed Change in Board of Corrections Regulation 1020 Concerning Jail Operations Training.

MOTION - Ellingwood, second - Gates, carried unanimously to endorse the proposed changes in Corrections Regulation 1020 to upgrade jail operations training standard to increase training hours from 40 to 80 and reduce the time period required for successful completion of the course from one year to 90 days.

H. Driver Training Status Report

Dave Allan, Bureau Chief, Center for Police Management, presented an update of the Driver Training Study.

## Driver Training Status Report - cont.

MOTION - McCauley, second - Grogan, carried unanimously to conclude the present Police Vehicle Accident Study and present a final report of findings to the Senate Finance Committee.

At the direction of the Chairman, staff is to initiate these procedures:

1. Adjust the curriculum in present driver training courses, through POST Special Problem Solving Seminars, in response to the accident problem identified in the current study.
2. Initiate a separate study in the largest departments over a five-year period to provide sufficient accident data collection for conclusive results. Solicit the cooperation of Los Angeles Police Department, Los Angeles Sheriff's Department, San Francisco Police Department, San Diego Police Department, San Diego Sheriff's Department, and Oakland Police Department.
3. As a separate study, examine the possibility of developing an accident liability prediction equation based on selection criteria resulting from background investigations and officer activity and field experience in the Los Angeles Sheriff's Department.

I. Subcommittee on Future Basic Training

Jake Jackson, Chairman of the Task Force to Study Future Basic Training Requirements, reported on the meeting held March 21, 1978. Arguments in favor of and against pre-employment basic training were enumerated. Alternatives were defined. Discussion was held on the work plan of the Task Force. There was consensus task force members would contact the groups they represent for input at the next meeting on April 26 at POST headquarters.

MOTION - Jackson, second - McCauley, carried unanimously for approval of the minutes of the March 21, 1978, meeting of the Subcommittee on Future Basic Training.

J. Approval of Public Hearing Agenda, July 27, 1978

Definitions: "Course Approval" and "Course Certification" were approved under Agenda Item G, Legislative Committee action, to go to Public Hearing July 27, 1978.

Two issues were held over for a Public Hearing in October:

- Technical Modification of Commission Regulations
- Travel Reimbursement Plan Revision.

K. Implementation of the POST Revised Supervisory and Management Courses

MOTION - Grogan, second - Holloway, motion carried (Noes: Anthony and Jackson) to approve the following staff recommendations:

1. Establish January 1, 1979, as the date specific for implementating the revised performance objective Supervisory and Management Courses.
2. Continue the "dual track" method to January 1, 1979, until all presenters have implemented the revised training program.
3. Establish 100 hours as the maximum reimbursement for the Management Course with a view towards reducing the maximum to 80 hours when all presenters have converted to performance objectives (until January 1, ~~1978~~<sub>1979</sub>). At that time go back to a maximum of 80 hours.
4. Establish 80 hours as the maximum reimbursement for the Supervisory Course after January 1, 1979.

L. Old/New Business

1. Spanish Course Reimbursement

MOTION - Trives, second - Grogan, motion carried (no - Sporrer) for approval of the following staff recommendation:

For the "Spanish for Peace Officers" Course only, allow agencies to receive tuition reimbursement for officers attending off-duty when the training takes place at a department facility and the trainee successfully completes the course.

2. Advanced Officer Course

MOTION - McCauley, second - Gates, carried unanimously for approval of the staff recommendation:

To provide adequate fiscal control and to revise and update the Advanced Officer Course, it is recommended the following points be provided to the Advisory Committee for review and their recommendations for Commission consideration at the July Commission meeting:

1. Approve, for the October 1978 Public Hearing, proposed changes concerning the Advanced Officer Course.

Advanced Officer Course - cont.

2. Consider adoption of policies regarding certification of the Advanced Officer Course:
  - a. Allow flexibility in curriculum content to meet local training needs.
  - b. Allow attendance by all members of a department. Consider mandating attendance by all members of the department once every four years.
  - c. Allow attendance as often as deemed necessary.
  - d. Discontinue salary reimbursement for the Course and provide reimbursement under Plan IV.
  - e. Continue the 20-hour minimum and limit maximum out-of-pocket reimbursement to 40 hours each year.
  - f. Short training sessions prior to personnel going on watch or shift (roll call) will not be certified as Advanced Officer training.
  - g. Continue to allow the requirements of the Course to be met by satisfactory completion of any technical course of 20 or more hours.
  - h. Eliminate the required course content as specified in Commission Procedure D-2, 2-3.
3. In order to provide sufficient time to prepare and implement the proposed policy changes, it is recommended any changes in the program become effective July 1, 1979.

3. Word Processing - Lease/Purchase Contract

MOTION - Grogan, second - McCauley, carried unanimously for approval of lease extension with Wang Laboratories, Inc. in order to maintain the continuity of the selected word processing equipment during the current year (6 months) at a cost not to exceed \$7,840.80.

It is anticipated no more than \$2,613.60 will be expended in the current contract, and any lease costs will be credited against the purchase price.

4. C.S.U., Humboldt, Contract Amendment

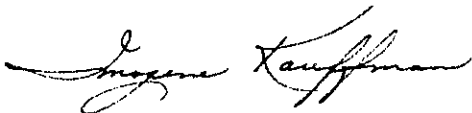
MOTION - Grogan, second - Anthony, carried unanimously for approval of amending the Interagency Agreement between C.S.U., Humboldt, and POST by increasing the Management Course presentations from three to four at an increased cost of \$6,336.55, to be presented April 4, 1978 through April 14, 1978.

M. Dates of Future Meetings

Meeting/Public Hearing, July 27-28, 1978, San Diego

Meeting/Public Hearing, October 19-20, 1978. Location to be announced.

N. Adjournment



Imogene Kauffman  
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977		\$3,476,711.00	
Revenue July 1, 1977 through March 31, 1978		<u>9,631,548.25</u>	
Total Resources			\$13,108,259.25
<u>Expenditures</u>			
Administrative Costs		\$1,775,443.21	
Aid to Local Governments			
Reimbursement for training claims received	\$6,566,852.44		
Letters of Agreement	22,518.72		
Contractual Services	<u>493,484.82</u>		
Total Aid to Local Governments		<u>\$7,082,855.98</u>	
Total Expenditures			<u>\$8,858,299.19</u>
Resources March 31, 1978			<u>\$4,249,960.06</u>
Projected Accumulated Resources June 30, 1978 Per 1977-78 Budget			\$2,798,487.00
Less: Underestimation of			
Aid to Local Government Reimbursements 1976-77 F.Y.		315,000.00	
Aid to Local Government Reimbursements 1977-78 F.Y.		<u>750,000.00</u>	
Revised Accumulated Resources June 30, 1978			<u>\$1,733,487.00</u>

Course Certification/Modification/Decertification Report

Commission Meeting

April 20-21, 1978

The following courses have been certified, modified or decertified since the January 26-27, 1978, Commission Meeting.

<u>Course Title</u>	<u>CERTIFIED</u> <u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
Complaint Dispatcher	College of SanMateo	Technical	II
Security Guard Baton Training	Martinez Adult School	Special	N/A
Criminal Investigation II	L. A. Co. Sheriff's Department	Technical	IV
Law Enforcement Self Defense and Arrest Techniques Instructor Course	FBI, SanFrancisco	Technical	IV
PR-24 Baton Instructor's Course	Rio Hondo College	Technical	IV
Complaint Dispatcher	Criminal Justice Education and Trng. Resource System (CJRS)	Technical	II
Advanced Driver Training	Annual Law Enforce- ment Refresher Course (ALERC)	Technical	IV
Calif. Crime Prevention Inst.	Loss Prevention, Inc.	Technical	I
Stress Management for Criminal Justice Personnel	U. C. , Santa Cruz	Executive Seminar	III
Homicide Investigation	CSU, SanJose	Technical	I
POST Management Course	CSU, SanJose	Management	I
POST Management Course	Intergovernmental Training and Devel- opment Center	Management	I
Defensive Tactics for Instructors	C. J. Education & Trng. Resource System (CJRS)	Technical	IV



MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Category</u>	<u>Reimbursement Plan</u>
Special Problems in Jail Custody	CSU, San Jose	Technical	III

Certification period extended to 5-1-78 (from 2-18-78).

Firearms Instructors Course	FBI, San Francisco	Technical	IV
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Course expanded to 80 hours (from 35 to 48 hours).

Advanced Officer Course	C. J. Education & Training Resource System (CJRS)	A.O.	II
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12 additional presentations requested.

DECERTIFIED

Techniques of Teaching Criminal Justice Role Trng.	Santa Clara Valley C. J. Trng. Center	Technical	IV
Emergency Care & Cardiopulmonary Resuscitation Instructors	Santa Clara Valley C. J. Trng. Center	Technical	IV
Role of Management & Labor in Developing Contract Agreements	CSU, Humboldt	Technical	III
Jail Management	Santa Rosa Center	Technical	IV
Jail Operations	San Joaquin Co. Sheriff's Dept.	Technical	N/ A
Criminal Justice Role Training	Modesto Regional C. J. Trng. Center	Technical	II
Crisis Intervention	Law Enforcement Trng. & Research	Technical	III
Community-Police Relations	East Los Angeles College	Technical	IV

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE'S PROPOSAL FOR JULY 1978 PUBLIC  
HEARING ON RESERVE OFFICER STANDARDS

TRAINING STANDARDS

- Level III Reserve: PC 832 Course (40 hours).
- Level II Reserve: Two part requirement: (1) a certified PC 832 course (40 hours) and (2) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer. (80 hours total)
- Level I Reserve:
- a. Two part requirement: (1) 200-hour course prescribed by POST and (2) 200 hours of structured field training using the POST Field Training Manual as a suggested guide. Or,
  - b. Completion of regular basic course. (In this proposal, the regular basic course is not required. Its completion is simply recognized as an acceptable alternative to the minimum requirement specified under Sub a.)

SELECTION STANDARDS

Apply all Government Code requirements for peace officers as specified in Government Code Sections 1029-1031. The Government Code requires the following standards:

Section 1029. "Any person who has been convicted of a felony in this State or any other state, or who has been convicted of any offense in any other state which would have been a felony if committed in this State, is disqualified from holding office or being employed as a peace officer..."

Section 1030. "A classifiable set of the fingerprints of every person who...becomes employed, as a peace officer...whether with or without compensation, shall be furnished to the State Division of Criminal Identification and Investigation and the Federal Bureau of Investigation..."

Section 1031. "In any instance in which, after the effective date of this section, members of a class of public officers or employees are first declared by law to be peace officers or to have the powers of peace officers, each member of such class must meet at least the following minimum standards:

- (a) Be a citizen of the United States;
- (b) Be at least 18 years of age;
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;
- (d) Be of good moral character, as determined by a thorough background investigation;
- (e) Be a high school graduate or pass the General Education Development test indicating high school graduation level;
- (f) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer."

Be interviewed personally by department head or his/her representative prior to appointment.

#### CERTIFICATES

Eligibility:	Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.
Requirements:	<p>Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and</p> <p>Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws, and</p> <p>Endorsement by agency head.</p>
Requirements for Grandfathered Reserves:	Satisfaction of all certificate requirements with recognition of previous training and experience.
Title:	Distinctively labeled as "Reserve Officer Certificate."
Type:	One type (contrasted with hierarchy of Basic, Intermediate and Advanced).

Renewal: Lifetime unless recalled for error/fraud.

Fees: No fee should be charged.

### DEFINITIONS

The following are proposed working definitions of terminology used in PC 832.6.

- "working alone": This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.
- "prevention and detection of crime and the general enforcement of laws": This refers to a Level I or Level II reserve assigned to:
- o investigation of crimes, or
  - o assigned to patrol a geographic area and
  - o respond to handle personally the full range of citizen requests for police services and
  - o take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.
- "immediate supervision" (refers to a Level II reserve only): Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations.
- "field training program approved by POST" (refers to Level II reserve only): An approved field training program for reserves is a program adopted by the agency, using qualified instructors, modeled after the outline for the regular POST field training program, and will include but is not limited to the following subjects: Officer Survival, Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of the Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control.

"peace officer possessing a basic certificate":

This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.

"limited function" (refers to Level III reserve only):

The language of law--"Deployed only in such limited functions as would not usually require general law enforcement powers..."

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (ACTIVE)

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Status</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	A.C.J. Committee
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Committee on Labor, Employment, and Consumer Affairs
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Assembly Health Committee
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Senate Judiciary Com. Hearing date 4-4-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	To third reading before Assembly
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Senate Judiciary Com.
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Senate Judiciary Com.
SB 1808 (Vicencia)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose, unless amended to delete mandatory provisions	Senate Judiciary Com. Hearing date 4-25-78
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Senate Education Com.
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	To Senate third reading
SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Senate Judiciary Com.
SB 1931 (Beverly)	Tear Gas Training for Citizens: Removes POST	Interim study	Senate Judiciary Com. Hearing date 5-2-78
AB 1987 (Vasconcellos)	Community College Out of District Cost for POST Courses	No Position	Chapter 32 (Effective 3-9-78)
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Not assigned to committee yet
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Assembly Ways & Means Committee Hearing date 4-5-78
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Assembly Human Resources Committee
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	A.C.J. Committee Hearing date 4-10-78
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	A.C.J. Committee Hearing date 4-17-78
AB 2900 (Fenton)	POST Certification Program	Oppose	A.C.J. Committee Hearing date 5-8-78
AB 2909 (Bates)	Victims of Crimes: Required Training: POST	Approve in principle, prefer legislative resolution	A.C.J. Committee Hearing date 4-24-78
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	A.C.J. Committee Hearing date 4-24-78
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	A.C.J. Committee Hearing date 4-24-78
AB 2971 (Levine)	California Crime Resistance Task Force	Oppose to the provision which duplicates POST's training	A.C.J. Committee

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (INFORMATIONAL)

<u>Bill Number</u>	<u>Subject</u>	<u>Status</u>
ACA 63 (Stathan)	Governor: Appointments	Assembly Governmental Organization Committee
AB 81 (Chappie)	Identification of Dead Bodies - Dental Records	Senate Finance Committee
SB 216 (Nejedly)	Governor: Appointments	Held in Assembly Governmental Organization Committee without recommendation.
AB 1016 (Antonovich)	Humane Officers	Senate Judiciary Committee
SB 1164 (Robbins)	Peace Officer Employer-Employee Relations	A.C.J. Committee
SB 1189 (Nejedly)	Marshals: Appointment of Reserve Officers	Passed Assembly In Senate to unfinished business
SB 1436 (D. Carpenter)	Records: Peace Officers	Senate Judiciary Committee Hearing date 4-4-78
SB 1498 (Presley)	Toll Bridge Operators: Peace Officers	Senate Judiciary Committee
SB 1508 (Holden)	Records: Citizen Complaints	Senate passage refused Reconsideration granted
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	Senate Public Employees & Retirement Committee Hearing date 4-3-78
SB 1646 (Holmdahl)	Municipal Utility Districts: Peace Officers and Reservoirs	Senate Judiciary Committee
AB 2205 (Maddy)	Collection of Fines	Assembly Judiciary Committee
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project, Prevention	Assembly Ways & Means Committee
AB 2369 (Imbrecht/Ellis)	State Regulatory Agencies: Abolition	Assembly Governmental Organization Committee
AB 2674 (Craven)	Classification of Director & Investigators of San Diego County Department of Revenue & Recovery as Peace Officers	Assembly Criminal Justice Committee Hearing date 4-17-78
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	Assembly Criminal Justice Committee Hearing date 4-24-78
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	Assembly Judiciary Committee Hearing date 4-20-78
AB 3215	Peace Officer Powers: DOJ Agents & District Attorney's Investigators	Assembly Criminal Justice Committee
AB 3226	Public Safety Officers Procedural Bill of Rights Act: Unlawful to Deny or Refuse Rights	Assembly Public Employees and Retirement Committee

Effective 4-4-78

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

April 20-21, 1978  
Oakland Hilton Inn

The meeting was called to order at 10 a.m. by Chairman Sporrer.  
A quorum was present.

Commissioners present:

Louis L. Sporrer	- Chairman
William J. Anthony	- Commissioner
Brad Gates	- Commissioner
Robert F. Grogan	- Commissioner
Kay Holloway	- Commissioner
Jacob J. Jackson	- Commissioner
William B. Kolender	- Commissioner (4/20 only)
Edwin R. McCauley	- Commissioner
Donald F. McIntyre	- Vice-Chairman (4/20 only)
Nathaniel Trives	- Commissioner
Herbert E. Ellingwood	- Representative of the Attorney General

Advisory Committee Representative:

George P. Tielsch, Advisory Committee Chairman and representative of the California Police Chiefs' Association, present April 21.

Staff present:

William R. Garlington	- Executive Director
David Y. Allan	- Bureau Chief, Management Services
Glen E. Fine	- Bureau Chief, Special Projects
Bradley W. Koch	- Director, Standards and Training
Otto H. Saltenberger	- Director, Administration
Harold L. Snow	- Special Assistant, Executive Director's Office
Gerald E. Townsend	- Director, Executive Office
George W. Williams	- Bureau Chief, Administration
Imogene Kauffman	- Executive Secretary

Visitors:

Fred E. Allen	- Butte Center
Chuck Anderson	- Central Coast Counties Police Academy
Neil L. Andre	- San Pablo Police Reserve
Glen D. Barnett	- Southern Pacific Police
J. Barney	- Sr. Special Investigator, D. M. V.



Frank Benaderet  
Richard Bendel  
Nick Bennett  
Bruce Bickle  
Robert Binkley  
Robert D. Bryn  
R. W. Cain  
J. Patrick Carter  
Charles H. Chapman  
Leslie A. Clark  
Judge George Crawford  
P. N. Curtin  
Paul D'Andrea  
Harry C. Dano  
Dick Diltz  
Ed Doonan  
Keith Emerson  
Albert W. Errick  
Jon A. Fasana  
Robert C. Fox  
Dennis Garton  
Cliff Gerst  
Jerry G. Gilliam  
Robert L. Grate  
Wm. J. Gregoire, Jr.  
Andy Grimes  
Ron Hedberg  
Dennis Hendrickson  
John Holmes  
W. A. Hopper  
Herbert B. Hoover  
Tim Huff  
A. V. Iannarelli  
Henry W. Ingwersen  
Charles Iverson  
Thomas Jay  
Peter Jensen  
Gerald J. Johnson  
Richard Klapp  
J. S. Kruger  
Arthur G. LeBlanc  
Jim Lenzen  
John MacIntyre  
Owen McGuigan  
Gilbert Magness  
John F. Mahon  
Eugene L. Majors  
Donald E. Moura  
Bruce Nelson  
Guillermo O'Lea  
Martin J. Mayer

- San Rafael Police Department
- Manager, D. M. V.
- Broadmoor Police Department
- Manteca Police Department
- Lieutenant, Redwood City Police Department
- Ohlone College
- Captain, Alameda County Sheriff's Department
- Atchison, Topeka & Santa Fe Railway Co.
- Marshal, Stanislaus County
- Sacramento Training Center
- Retired, San Diego
- South Pasadena Police Department
- Department of A. B. C.
- Lafayette
- Department of Forestry
- Sacramento Sheriff's Department
- San Diego Police Academy
- Santa Cruz County Sheriff's Department
- South Pasadena Police Department
- Department of A. B. C.
- Colma Police Department
- San Carlos Police Department
- Southern Pacific Police
- Solano County Marshal's Office
- San Bernardino County Marshal's Office
- Fairfax Police Department
- Manteca Police Department
- U. C. Berkeley Police Department
- Chief, Division of Compliance, D. M. V.
- Chabot College
- Department of Justice
- California Division of Forestry
- Lieutenant, Cal. State - Hayward, Police Dept.
- San Rafael Police Department
- Contra Costa County Marshal's Office
- Ohlone College
- Assembly Criminal Justice Committee
- Chief, Personnel Utilization, Parks & Recreation
- Lieutenant, San Francisco Police Department
- Training Officer, Parks and Recreation
- Chief of Police, Coronado Police Department
- Oakland Police Department
- Marshal, Ventura County
- San Carlos Police Department
- Sacramento Sheriff's Department
- Marshal, Los Angeles County
- San Bernardino Sheriff's Department
- Criminal Justice Resource System
- El Cerrito Police Department
- Salinas Police Department
- League of California Cities

Alex Pantaleoni	- Rio Hondo College and CAAJE Representative
David B. Parker	- College of Sequoias
R. C. Randolph	- Marshal, San Bernardino County
Thomas G. Reese,	- Sergeant, Daly City Police Department
Lee Reynolds	- East Bay Regional Park District
Earl Sargent	- Sergeant, Oakland Police Department
Roland Schaffer	- East Bay Regional Park District
James Shannon	- Captain, San Francisco Police Department
G. R. Sherman	- Union Pacific Railroad
Bob Shusta	- Training Manager, Concord Police Department
J. Winston Silva	- Chancellor's Office, California Community Colleges
Rich Silverman	- Concord Police Reserve Association
Bruce Simpson	- Deputy, Santa Cruz Sheriff's Department
Tom Sims	- East Bay Regional Park District
Kip Skidmore	- Management and Manpower Services, D.O.J.
Donald R. Spencer	- Lieutenant, CHP Academy
Wm. A. Thompson	- Peralta College
John Thomassen	- Peralta College
Walt Tidwell	- California District Attorney Investigators Assn.
Bill Vencill	- Concord Police Reserves
Mike Weymouth	- Contra Costa Sheriff's Department
Jim Wictum	- Inspector, Fish and Game
Richard G. Williams	- San Bernardino County Sheriff's Department
Fred Woods	- Undersheriff, Stanislaus County Sheriff's Dept.
Ralph H. Woodworth	- Riverside County Sheriff's Department

A. Opening of Meeting - Introduction of Guests

Recently appointed Commissioner, Nathaniel Trives, was introduced. Commissioner Trives is an associate professor, Criminal Justice Department, Cal State University, Los Angeles, and a Santa Monica City Councilman.

B. Approval of Minutes of January 19-20, 1978, Meeting

MOTION - Ellingwood, second - Jackson, carried unanimously for approval of the minutes as presented.

C. Consent Calendar

1. Financial Report - 3rd Quarter F. Y. 1977/78

Report, "Analysis of Change in Peace Officer Training Fund", is Attachment "A" of these minutes.

2. Course Certification/Modification/Decertification Report

Report is Attachment "B" of these minutes.

## Consent Calendar - cont.

## 3. Commission Policy

Details policy decisions made by Commission at its last meeting.

MOTION - Grogan, second - Holloway, motion carried  
for approval of the consent calendar.

D. Public Hearings

## 1. Public Hearing on POST Professional Certificates

No person in the audience desired to discuss this matter. The Commission then took action which approved without change the Public Hearing proposal listed below:

MOTION - Ellingwood, second - Kolender, carried unanimously:

- a. Amend Regulation 1011 (b) to provide that professional certificates be awards for achievement and subject to cancellation only if they are obtained through misrepresentation, fraud, or issuance due to administrative error.
- b. Amend Commission Procedure F-3 to implement the change in Regulation 1011 (b). Amendment to become effective July 1, 1978.

## 2. Public Hearing on POST Supervisory Certificate

After discussion by persons in the audience, the following action was taken which approved without change the Public Hearing proposal listed below:

MOTION - Gates, second - Trives, carried unanimously:

- a. Amend Regulation 1001 to change the definition of "First-Level Supervisory Position" as follows:
  - (i) "First-Level Supervisory Position" is a position above operational level for which commensurate pay is authorized, occupied by an officer who, in the upward chain of command, principally is responsible for the direct supervision of employees of a department or is subject to assignment of such responsibilities and most commonly is the rank of sergeant.
- b. Amend Regulation 1011 (c) to provide a professional certificate for qualified supervisors.

## Public Hearings - cont.

- c. Amend Regulation 1011 (e) as follows:

Prior to the issuance of a Basic Certificate by the Commission, the department head shall attest that the officer for whom the certificate is being sought has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to an officer who enters a department laterally.

- d. Amend Commission Procedure F-1 to implement the change in Regulation 1011 (c) as follows:

1-8 The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2 and 1-3, the following are required for the award of the Supervisory Certificate:

- a. Shall possess or be eligible to possess the Intermediate Certificate.
- b. Shall have been awarded an associate degree or no less than 60 college semester units at an accredited college as defined in Section 1001 (a) of the Regulations.
- c. Shall have completed satisfactorily the Supervisory Course or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and for a period of two years shall have served satisfactorily as a supervisor as defined in Section 1001 (d) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

3. Public Hearing on Revision of Basic Training Requirements

After discussion by persons in the audience, the following action was taken:

MOTION - Jackson, second - Holloway, carried unanimously to adopt the proposed Commission Procedure D-1 which will expand curriculum requirements and establish a minimum 400-hour Basic Course.

(Note: Same as original Public Hearing proposal.)

Public Hearings - cont.

MOTION - Gates, second - Jackson, motion carried (Noes: Holloway and Mc Cauley) to adopt the following proposed policy change regarding certification of basic academies: (Note: Change from original Public Hearing proposal.)

Continue to certify the entire course, but issue a policy statement clarifying the Commission's position regarding certification. This would put the Commission on record regarding its intent and preclude misunderstanding by academy directors. The policy statement would read as follows:

"When the Commission certifies presentations of the Basic Course, the act of certification means:

1. The Commission has been assured that facilities, instructional staff, and course management are adequate.
2. The Commission has been assured that at least the minimum curriculum content and hours of instruction (Section D-1, POST Administrative Manual) will be presented in the Basic Course.
3. Agreement exists that the Commission will monitor presentations in order to assure conformance of its minimum standard and to maintain quality control.

"Certification does not imply the Commission has adopted any locally required training subjects as state-level requirements, nor does the Commission take responsibility for the adverse impact of any locally required subject matter."

MOTION - Holloway, second - Gates, carried unanimously for adoption of the Consortium Committee's proposal that the adopted changes become effective July 1, 1978.

4. Public Hearing on Specialized Law Enforcement Certification Program

After extended discussion by persons in the audience, the Commission took the following action to extend completion of the Public Hearing until October.

MOTION - Anthony, second - Kolender, carried unanimously there be appointed a "Specialized Law Enforcement Committee" to study the Specialized Program; to work with the Advisory Committee and return with a report to the Commission at the October meeting. Until that time, the Specialized Law Enforcement Certification Program shall remain status quo, including the moratorium on new agency entry.

## Public Hearings - cont.

Chairman Sporrer appointed the following Commissioners to serve on the Specialized Law Enforcement Committee:

William Anthony	- Chairman
Brad Gates	- Member
Nathaniel Trives	- Member

Advisory Committee Chairman Tielsch appointed the following members to serve:

Wayne Caldwell	- Specialized Law Enforcement Representative
Roberta Doran	- WPOA Representative
James Grant	- State Sheriffs' Assoc. Representative
Larry Watkins	- CHP Representative

E. Selection Standards Validation Committee

Commissioner Grogan, Chairman of the Selection Standards Validation Committee reported on the results of the March 23 meeting.

MOTION - Grogan, second Holloway, carried unanimously for adoption of the Validation Committee recommendations from the March 23 meeting, as follows:

1. The Commission authorize the Committee to review and approve grant project progress reports in order to avoid calling special Commission meetings.
2. The Commission approve the following as research priorities for the grant project:
  - a. Validate physical ability and physical performance requirements which may incorporate height and weight, and
  - b. Validate written test for entry level which would include reading and writing skills testing.

MOTION - Grogan, second - Anthony, carried unanimously for approval of the LEAA request that POST submit application to augment the grant in order to provide for monies to prepare written documents which will enable other states to make use of the research.

## Selection Standards Validation Committee - cont.

In response to the LEAA request that POST consider submitting application for grant funds to test a model designed to enable projections of future criminal justice manpower requirements:

MOTION - Grogan, second - Kolender, carried unanimously that POST take on no further programs at this time.

F. Advisory Committee

Advisory Committee Chairman Tielsch reported on his Committee's recommendations for reserve Officer standards for the July Public Hearing. List of recommendations is Attachment "C" of these minutes.

MOTION - Gates, second - Grogan, carried unanimously that the POST Advisory Committee and Chairman Tielsch be commended for the excellence of the research and report on reserve officer standards. The report addressed in-depth recommendations on:

- a. Training standards for reserve levels I, II, and III;
- b. Definition of "working alone", "immediate supervision", "prevention and detection of crime and the general enforcement of laws"; "limited function"; and peace officers possessing a Basic Certificate.
- c. Certificates
- d. Selection standards.

Commissioner Jackson stated, due to his concern with the rationale of the Advisory Committee having recommended dual standards of training for a reserve working alone, he mailed a questionnaire to all chiefs and sheriffs in California. 239 responses were received to the questions:

- Reserves should receive the same training as regular peace officers ..... 79%
- Reserves should receive more training than regular peace officers ..... 0
- Reserves should receive less training than regular peace officers ..... 21%

Jack Pearson, President of PORAC, addressed the Commission in support of 400-hour basic training requirement for level I reserves.

Advisory Committee - cont.

Art LeBlanc, Chief of Police of Coronado Police Department, representing the San Diego Chiefs and Sheriffs Association, addressed the Commission in opposition to a 400-hour training requirement for reserves.

MOTION - McCauley, second - Holloway, the Commission accept the report of the Advisory Committee and use it as the basis for the July Public Hearing. Question not called.

SUBSTITUTE MOTION - Gates, second - Jackson, carried unanimously that the Commission accept the report and recommendations submitted by the POST Advisory Committee. The report will be presented as one alternative for the Public Hearing in July; staff is to develop an alternative proposal providing that the training standards for level I reserves be the same as required for regular officers, and background investigation and medical screening requirements be the same as for regular officers.

The Chairman gave informal direction that staff prepare and send out a questionnaire to the field requesting input on the following controversial issues:

- a. Training requirement for the level I reserves.
- b. Background investigation requirement.
- c. Medical Requirement.

G. Legislative Review Committee

Herb Ellingwood, Chairman of the Legislative Review Committee, presented the following legislation for Commission action:

1. Proposed Legislative Resolution - Role of POST

MOTION - McCauley, second - Gates, carried unanimously to oppose the "Role of POST" Resolution.

2. Proposed Legislation - Tear Gas Training for Private Security and Citizens (S. B. 1931)

MOTION - Ellingwood, second - Grogan, carried unanimously that the proposed legislation, S. B. 1931, be referred to interim study.

(It is planned that S. B. 1931 would be amended to deal with the problems of transferring the authority for private security



Legislative Review Committee - cont.

training standards from POST and/or Department of Consumer Affairs to the Department of Justice, and amend P. C. Section 12403.7 by removing POST and giving sole authority to D.O.J. for tear gas for citizens.)

3. Proposed Legislation - Corrections Commission

MOTION - Ellingwood, second - Trives, motion carried (No - McCauley) there should be a Corrections Commission and the POST Commission would support the concept but would oppose any dilution of the POTF.

4. Proposed Definitions - Course Approval for Certification

MOTION - Ellingwood, second - Grogan, carried unanimously to approve for the July 1978 Public Hearing the proposed regulation and procedure changes concerning definitions for approved and certified courses, and consolidation of curriculum standards pursuant to legislative training mandates.

5. Citizenship Standard

MOTION - Ellingwood, second - Gates, carried unanimously, as upheld by the U. S. Supreme Court in Foley vs. New York State on 3-23-78, there be a citizenship entry requirement for peace officers; to approve for the July 1978 Public Hearing a citizenship requirement as a POST standard.

6. Status of Legislation

The Status of Legislation for 1978 Report is made Attachment "D".

7. Proposed Change in Board of Corrections Regulation 1020  
Concerning Jail Operations Training.

MOTION - Ellingwood, second - Gates, carried unanimously to endorse the proposed changes in Corrections Regulation 1020 to upgrade jail operations training standard to increase training hours from 40 to 80 and reduce the time period required for successful completion of the course from one year to 90 days.

H. Driver Training Status Report

Dave Allan, Bureau Chief, Center for Police Management, presented an update of the Driver Training Study.

## Driver Training Status Report - cont.

MOTION - McCauley, second - Grogan, carried unanimously to conclude the present Police Vehicle Accident Study and present a final report of findings to the Senate Finance Committee.

At the direction of the Chairman, staff is to initiate these procedures:

1. Adjust the curriculum in present driver training courses, through POST Special Problem Solving Seminars, in response to the accident problem identified in the current study.
2. Initiate a separate study in the largest departments over a five-year period to provide sufficient accident data collection for conclusive results. Solicit the cooperation of Los Angeles Police Department, Los Angeles Sheriff's Department, San Francisco Police Department, San Diego Police Department, San Diego Sheriff's Department, and Oakland Police Department.
3. As a separate study, examine the possibility of developing an accident liability prediction equation based on selection criteria resulting from background investigations and officer activity and field experience in the Los Angeles Sheriff's Department.

I. Subcommittee on Future Basic Training

Jake Jackson, Chairman of the Task Force to Study Future Basic Training Requirements, reported on the meeting held March 21, 1978. Arguments in favor of and against pre-employment basic training were enumerated. Alternatives were defined. Discussion was held on the work plan of the Task Force. There was consensus task force members would contact the groups they represent for input at the next meeting on April 26 at POST headquarters.

MOTION - Jackson, second - McCauley, carried unanimously for approval of the minutes of the March 21, 1978, meeting of the Subcommittee on Future Basic Training.

J. Approval of Public Hearing Agenda, July 27, 1978

Definitions: "Course Approval" and "Course Certification" were approved under Agenda Item G, Legislative Committee action, to go to Public Hearing July 27, 1978.

Two issues were held over for a Public Hearing in October:

- Technical Modification of Commission Regulations
- Travel Reimbursement Plan Revision.

K. Implementation of the POST Revised Supervisory and Management Courses

MOTION - Grogan, second - Holloway, motion carried (Noes: Anthony and Jackson) to approve the following staff recommendations:

1. Establish January 1, 1979, as the date specific for implementating the revised performance objective Supervisory and Management Courses.
2. Continue the "dual track" method to January 1, 1979, until all presenters have implemented the revised training program.
3. Establish 100 hours as the maximum reimbursement for the Management Course with a view towards reducing the maximum to 80 hours when all presenters have converted to performance objectives (until January 1, 1978). At that time go back to a maximum of 80 hours.
4. Establish 80 hours as the maximum reimbursement for the Supervisory Course after January 1, 1979.

L. Old/New Business

1. Spanish Course Reimbursement

MOTION - Trives, second - Grogan, motion carried (no - Sporrer) for approval of the following staff recommendation:

For the "Spanish for Peace Officers" Course only, allow agencies to receive tuition reimbursement for officers attending off-duty when the training takes place at a department facility and the trainee successfully completes the course.

2. Advanced Officer Course

MOTION - McCauley, second - Gates, carried unanimously for approval of the staff recommendation:

To provide adequate fiscal control and to revise and update the Advanced Officer Course, it is recommended the following points be provided to the Advisory Committee for review and their recommendations for Commission consideration at the July Commission meeting:

1. Approve, for the October 1978 Public Hearing, proposed changes concerning the Advanced Officer Course.

Advanced Officer Course - cont.

2. Consider adoption of policies regarding certification of the Advanced Officer Course:
  - a. Allow flexibility in curriculum content to meet local training needs.
  - b. Allow attendance by all members of a department. Consider mandating attendance by all members of the department once every four years.
  - c. Allow attendance as often as deemed necessary.
  - d. Discontinue salary reimbursement for the Course and provide reimbursement under Plan IV.
  - e. Continue the 20-hour minimum and limit maximum out-of-pocket reimbursement to 40 hours each year.
  - f. Short training sessions prior to personnel going on watch or shift (roll call) will not be certified as Advanced Officer training.
  - g. Continue to allow the requirements of the Course to be met by satisfactory completion of any technical course of 20 or more hours.
  - h. Eliminate the required course content as specified in Commission Procedure D-2, 2-3.
3. In order to provide sufficient time to prepare and implement the proposed policy changes, it is recommended any changes in the program become effective July 1, 1979.

3. Word Processing - Lease/Purchase Contract

MOTION - Grogan, second - McCauley, carried unanimously for approval of lease extension with Wang Laboratories, Inc. in order to maintain the continuity of the selected word processing equipment during the current year (6 months) at a cost not to exceed \$7,840.80.

It is anticipated no more than \$2,613.60 will be expended in the current contract, and any lease costs will be credited against the purchase price.

4. C. S. U., Humboldt, Contract Amendment

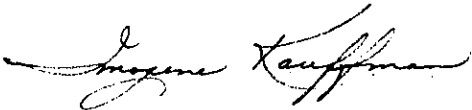
MOTION - Grogan, second - Anthony, carried unanimously for approval of amending the Interagency Agreement between C. S. U., Humboldt, and POST by increasing the Management Course presentations from three to four at an increased cost of \$6,336.55, to be presented April 4, 1978 through April 14, 1978.

M. Dates of Future Meetings

Meeting/Public Hearing, July 27-28, 1978, San Diego

Meeting/Public Hearing, October 19-20, 1978. Location to be announced.

N. Adjournment



Imogene Kauffman  
Executive Secretary

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977	\$3,476,711.00	
Revenue July 1, 1977 through March 31, 1978	<u>9,631,548.25</u>	
Total Resources		\$13,108,259.25
<u>Expenditures</u>		
Administrative Costs	\$1,775,443.21	
Aid to Local Governments		
Reimbursement for training claims received	\$6,566,852.44	
Letters of Agreement	22,518.72	
Contractual Services	<u>493,484.82</u>	
Total Aid to Local Governments	<u>\$7,082,855.98</u>	
Total Expenditures		<u>\$8,858,299.19</u>
Resources March 31, 1978		<u>\$4,249,960.06</u>
Projected Accumulated Resources June 30, 1978 Per 1977-78 Budget		\$2,798,487.00
Less: Underestimation of		
Aid to Local Government Reimbursements 1976-77 F.Y.		315,000.00
Aid to Local Government Reimbursements 1977-78 F.Y.		<u>750,000.00</u>
Revised Accumulated Resources June 30, 1978		<u>\$1,733,487.00</u>

Course Certification/Modification/Decertification Report

Commission Meeting  
April 20-21, 1978

The following courses have been certified, modified or decertified since the January 26-27, 1978, Commission Meeting.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
Complaint Dispatcher	College of SanMateo	Technical	II
Security Guard Baton Training	Martinez Adult School	Special	N/A
Criminal Investigation II	L. A. Co. Sheriff's Department	Technical	IV
Law Enforcement Self Defense and Arrest Techniques Instructor Course	FBI, SanFrancisco	Technical	IV
PR-24 Baton Instructor's Course	Rio Hondo College	Technical	IV
Complaint Dispatcher	Criminal Justice Education and Trng. Resource System (CJRS),	Technical	II
Advanced Driver Training	Annual Law Enforce- ment Refresher Course (ALERC)	Technical	IV
Calif. Crime Prevention Inst.	Loss Prevention, Inc.	Technical	I
Stress Management for Criminal Justice Personnel	U. C., Santa Cruz	Executive Seminar	III
Homicide Investigation	CSU, SanJose	Technical	I
POST Management Course	CSU, SanJose	Management	I
POST Management Course	Intergovernmental Training and Devel- opment Center	Management	I
Defensive Tactics for Instructors	C. J. Education & Trng. Resource System (CJRS)	Technical	IV

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Category</u>	<u>Reimbursement Plan</u>
Special Problems in Jail Custody	CSU, San Jose	Technical	III

Certification period extended to 5-1-78 (from 2-18-78).

Firearms Instructors Course	FBI, San Francisco	Technical	IV
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Course expanded to 80 hours (from 35 to 48 hours).

Advanced Officer Course	C. J. Education & Training Resource System (CJRS)	A.O.	II
----------------------------	---	------	----

12 additional presentations requested.

DECERTIFIED

Techniques of Teaching Criminal Justice Role Trng.	Santa Clara Valley C. J. Trng. Center	Technical	IV
Emergency Care & Cardiopulmonary Resuscitation Instructors	Santa Clara Valley C. J. Trng. Center	Technical	IV
Role of Management & Labor in Developing Contract Agreements	CSU, Humboldt	Technical	III
Jail Management	Santa Rosa Center	Technical	IV
Jail Operations	San Joaquin Co. Sheriff's Dept.	Technical	N/ A
Criminal Justice Role Training	Modesto Regional C. J. Trng. Center	Technical	II
Crisis Intervention	Law Enforcement Trng. & Research	Technical	III
Community-Police Relations	East Los Angeles College	Technical	IV



Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE'S PROPOSAL FOR JULY 1978 PUBLIC  
HEARING ON RESERVE OFFICER STANDARDS

TRAINING STANDARDS

- Level III Reserve: PC 832 Course (40 hours).
- Level II Reserve: Two part requirement: (1) a certified PC 832 course (40 hours) and (2) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer. (80 hours total)
- Level I Reserve:
- a. Two part requirement: (1) 200-hour course prescribed by POST and (2) 200 hours of structured field training using the POST Field Training Manual as a suggested guide. Or,
  - b. Completion of regular basic course. (In this proposal, the regular basic course is not required. Its completion is simply recognized as an acceptable alternative to the minimum requirement specified under Sub a.)

SELECTION STANDARDS

Apply all Government Code requirements for peace officers as specified in Government Code Sections 1029-1031. The Government Code requires the following standards:

Section 1029. "Any person who has been convicted of a felony in this State or any other state, or who has been convicted of any offense in any other state which would have been a felony if committed in this State, is disqualified from holding office or being employed as a peace officer..."

Section 1030. "A classifiable set of the fingerprints of every person who...becomes employed, as a peace officer...whether with or without compensation, shall be furnished to the State Division of Criminal Identification and Investigation and the Federal Bureau of Investigation..."

Section 1031. "In any instance in which, after the effective date of this section, members of a class of public officers or employees are first declared by law to be peace officers or to have the powers of peace officers, each member of such class must meet at least the following minimum standards:

- (a) Be a citizen of the United States;
- (b) Be at least 18 years of age;
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;
- (d) Be of good moral character, as determined by a thorough background investigation;
- (e) Be a high school graduate or pass the General Education Development test indicating high school graduation level;
- (f) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer."

Be interviewed personally by department head or his/her representative prior to appointment.

## CERTIFICATES

Eligibility:	Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.
Requirements:	<p>Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and</p> <p>Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws, and</p> <p>Endorsement by agency head.</p>
Requirements for Grandfathered Reserves:	Satisfaction of all certificate requirements with recognition of previous training and experience.
Title:	Distinctively labeled as "Reserve Officer Certificate."
Type:	One type (contrasted with hierarchy of Basic, Intermediate and Advanced).

Renewal: Lifetime unless recalled for error/fraud.

Fees: No fee should be charged.

### DEFINITIONS

The following are proposed working definitions of terminology used in PC 832.6.

"working alone": This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.

"prevention and detection of crime and the general enforcement of laws": This refers to a Level I or Level II reserve assigned to:

- o investigation of crimes, or
- o assigned to patrol a geographic area and
- o respond to handle personally the full range of citizen requests for police services and
- o take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.

"immediate supervision" (refers to a Level II reserve only): Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations.

"field training program approved by POST" (refers to Level II reserve only): An approved field training program for reserves is a program adopted by the agency, using qualified instructors, modeled after the outline for the regular POST field training program, and will include but is not limited to the following subjects: Officer Survival, Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of the Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control.

"peace officer possessing a basic certificate":

This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.

"limited function" (refers to Level III reserve only):

The language of law--"Deployed only in such limited functions as would not usually require general law enforcement powers..."

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (ACTIVE)

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Status</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	A.C.J. Committee
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Committee on Labor, Employment, and Consumer Affairs
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Assembly Health Committee
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Senate Judiciary Com. Hearing date 4-4-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	To third reading before Assembly
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Senate Judiciary Com.
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Senate Judiciary Com.
SB 1808 (Vicencia)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose, unless amended to delete mandatory provisions	Senate Judiciary Com. Hearing date 4-25-78
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Senate Education Com.
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	To Senate third reading
SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Senate Judiciary Com.
SB 1931 (Beverly)	Tear Gas Training for Citizens: Removes POST	Interim study	Senate Judiciary Com. Hearing date 5-2-78
AB 1987 (Vasconcellos)	Community College Out of District Cost for POST Courses	No Position	Chapter 32 (Effective 3-9-78)
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Not assigned to committee yet
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Assembly Ways & Means Committee Hearing date 4-5-78
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Assembly Human Resources Committee
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	A.C.J. Committee Hearing date 4-10-78
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	A.C.J. Committee Hearing date 4-17-78
AB 2900 (Fenton)	POST Certification Program	Oppose	A.C.J. Committee Hearing date 5-8-78
AB 2909 (Bates)	Victims of Crimes: Required Training: POST	Approve in principle, prefer legislative resolution	A.C.J. Committee Hearing date 4-24-78
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	A.C.J. Committee Hearing date 4-24-78
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	A.C.J. Committee Hearing date 4-24-78
AB 2971 (Levine)	California Crime Resistance Task Force	Oppose to the provision which duplicates POST's training	A.C.J. Committee

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (INFORMATIONAL)

<u>Bill Number</u>	<u>Subject</u>	<u>Status</u>
ACA 63 (Statham)	Governor: Appointments	Assembly Governmental Organization Committee
AB 81 (Chappie)	Identification of Dead Bodies - Dental Records	Senate Finance Committee
SB 216 (Nejedly)	Governor: Appointments	Held in Assembly Governmental Organization Committee with- out recommendation.
AB 1016 (Antonovich)	Humane Officers	Senate Judiciary Committee
SB 1164 (Robbins)	Peace Officer Employer-Employee Relations	A.C.J. Committee
SB 1189 (Nejedly)	Marshals: Appointment of Reserve Officers	Passed Assembly In Senate to unfinished business
SB 1436 (D. Carpenter)	Records: Peace Officers	Senate Judiciary Committee Hearing date 4-4-78
SB 1498 (Presley)	Toll Bridge Operators: Peace Officers	Senate Judiciary Committee
SB 1508 (Holden)	Records: Citizen Complaints	Senate passage refused Reconsideration granted
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	Senate Public Employees & Retirement Committee Hearing date 4-3-78
SB 1646 (Holmdahl)	Municipal Utility Districts: Peace Officers and Reservoirs	Senate Judiciary Committee
AB 2205 (Maddy)	Collection of Fines	Assembly Judiciary Committee
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project, Prevention	Assembly Ways & Means Committee
AB 2369 (Imbrecht/Ellis)	State Regulatory Agencies: Abolition	Assembly Governmental Organization Committee
AB 2674 (Craven)	Classification of Director & Investigators of San Diego County Department of Revenue & Recovery as Peace Officers	Assembly Criminal Justice Committee Hearing date 4-17-78
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	Assembly Criminal Justice Committee Hearing date 4-24-78
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	Assembly Judiciary Committee Hearing date 4-20-78
AB 3215	Peace Officer Powers: DOJ Agents & District Attorney's Investigators	Assembly Criminal Justice Committee
AB 3226	Public Safety Officers Procedural Bill of Rights Act: Unlawful to Deny or Refuse Rights	Assembly Public Employees and Retirement Committee

Effective 4-4-78

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title 1977-78 FISCAL YEAR CONTRACT INFORMATION		Meeting Date July 27-28, 1978
Division ADMINISTRATION	Division Director Approval Otto Saltenberger	Researched By Staff
Executive Director Approval W. R. Garlington	Date of Approval 7/26/78	Date of Report 7/25/78

Purpose: Decision Requested ☐ Information Only ☒ Status Report ☐ Financial Impact Yes ☐ (See Analysis per details) No ☐

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e. g., ISSUE Page \_\_\_\_\_).

Attached is a summary of all contract activity in which POST was engaged in the 1977-78 Fiscal Year.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training  
Summary of Aid to Local Government Contracts  
as of June 30, 1978

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>	<u>Expenditures to Date</u>	<u>Balance to be Paid</u>
77-357-1	Department of Justice - ATC To provide training in Narcotic Investigations, Narcotic Investigation for Peace Officers and Heroin Influence Courses - S & T Estrada	\$ 90,255.59	\$90,255.59	0
77-357-2	Department of Justice - ATC To provide training in Law Enforcement Skills - S & T Estrada	43,750.25	43,750.25	0
77-357-3	State Controller Field auditing services of money expended for Aid to Cities and Counties - Adm. Saltenberger	45,000.00	28,081.40	16,918.60
77-357-4	Thomas H. Anderson Four presentations of the Executive Development Course - S & T Koch	31,945.00	23,395.15	8,549.85
77-357-5	Department of Water Resources Microfilming of Training Records - Adm. Williams	650.00	586.72	63.28
77-357-6	Department of Justice - LECDC Data processing feasibility study - Exec. Townsend	13,999.00	9,000.00	4,999.00
77-357-7	State Personnel Board Response punch CEI's - S & T Rhodes	1,000.00	776.06	223.94
77-357-8	California Specialized Training Institute - CSTI To conduct various training courses - S & T Brown	270,000.00	270,000.00	0
77-357-9	Stephen P. Teale Consolidated Data Center Data processing services - S & T Rhodes	1,300.00	0	1,300.00

C - Contract Complete



<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>	<u>Expenditures to Date</u>	<u>Balance to be Paid</u>
77-357-10	California Peace Officer Association - CPOA System presentation of Legislative Update Seminar - Exec. Snow	\$ 12,320.00	\$11,327.00	\$ 993.00
77-357-11	Department of General Services Data processing services for processing CEI's - S & T Rhodes	3,960.00	586.93	3,373.07
77-357-12	California Peace Officers' Association CPOA Prepare 3,500 manuals for Legislative Update Seminars presented under Contract 77-357-10 - Exec. Snow	15,000.00	15,000.00	0
77-357-13 77-357-14	City of San Diego Police Department Provide two police officers to gather data needed for study of Defensive Driver Training Programs - MSD Allen	3,040.00	2,069.79	970.21
77-357-15	City of Sacramento Police Department Provide one police officer to gather data needed for study of Defensive Driver Training Program - MSD Allen	1,562.00	838.10	723.90
77-357-16	City of Richmond Police Department Provide one police officer to gather data needed for study of Defensive Driver Training Program - MSD Allen	1,034.00	529.52	504.48
77-357-17	State Personnel Board Duplicate questionnaires - Exec. Kohls	1,118.00	1,106.55	11.45
77-357-18	California State University - Northridge Five POST Management Course presentations - S & T DeCrona	22,408.00	22,408.00	0
77-357-19	Research Consulting Services Incorporated Process data for Job Validation Study - Exec. Fine	15,000.00	10,156.35	4,843.65

C - Contract Complete

<u>Contract Number</u>	<u>Name of Contractor and Services Provided</u>	<u>Amount of Contract</u>	<u>Expenditures to Date</u>	<u>Balance to be Paid</u>
77-537-20	Lawrence E. Murphy Provide law enforcement selection bibliography in relation to Job Validation Study - Exec. Fine	\$ 900.00	\$ 900.00	\$ 0 0 C
77-357-21	California State University - Humboldt Three presentation of Management Course Curriculum - S & T Rhodes	26,345.20	26,037.19	308.01
77-357-22	California Peace Officers' Association Management of Stress in the Police Family - S & T Stewart	4,800.00	1,800.00	3,000.00
77-357-23	Criminal Justice Research Foundation Police Vehicle Accident Study - MSD Allen	3,522.00	3,522.00	0 0 C
77-357-24	California State University - San Jose One presentation of Management Course Curriculum - S & T Fox	7,582.71	0	7,582.71
77-357-25	Intergovernmental Training Development Center One presentation of Management Course Curriculum - S & T Cartwright	7,730.00	0	7,730.00
77-357-26	Psychological Services Inc. Basic Course Performance Testing - Exec. Kohls	0	0	0
77-357-27	Department of Justice Patrol Institute & Investigation	92,424.16	0	92,424.16
77-357-28	California State Sheriffs Association Civil Procedures Manual -	4,242.01	4,098.16	143.85 C
77-357-29	Dr. Bruce Olson Law Enforcement Report Writing Course	3,336.15	0	3,336.15
77-357-30	Department of Justice Domestic Violence Training Conference	4,500.00	0	4,500.00
	GRAND TOTAL	\$ 728,724.07	\$566,224.76	162,499.31

C - Contract Complete

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Annual Financial Report 1977-78 F.Y.</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Administration</b>	Division Head <i>[Signature]</i> <b>Otto Saitenberger</b>	Researched By <b>Staff</b>
Executive Director Approval <b>W. R. Garlington</b>	Date of Approval <i>[Signature]</i>	Date of Report <b>7-21-78</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per detail) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

This report is the annual financial report for the 1977-78 Fiscal Year, July 1, 1977, through June 30, 1978, showing revenue for the Peace Officers' Training Fund and expenditures made from the Fund for administrative costs and for reimbursements for training costs to cities, counties, and districts in California. Detailed information is included showing a breakdown of training costs by category of expense, i.e., subsistence, travel, tuition and salary of the trainee (Schedule I). Also included is the annual cumulative report of reimbursement (Schedule II) made from the Peace Officers' Training Fund providing detailed information on:

Reimbursements made for each course category of training,  
Number of trainees,  
Cost per trainee,  
Hours of training.

REVENUE

Revenue from traffic and criminal fines for the 1977-78 Fiscal Year totalled \$12,931,408.64 compared to \$12,562,096.44 for the 1976-77 Fiscal Year, an increase of \$369,312.20 (+2.94%). See Page 3 showing detail of revenue by month.

REIMBURSEMENTS

Reimbursements to cities, counties and districts for the 1977-78 Fiscal Year totalled \$10,550,977.58 compared to \$7,183,340.45 for the corresponding period 1976-77 Fiscal Year, an increase of \$3,367,637.13 (+46.88%). See page 4 showing detail of reimbursement by month.

A record number of claims were processed during the 1977-78 Fiscal Year, 8,403 compared to 7,356 for the 1976-77 Fiscal Year, an increase of 1,047 (+14.23%). Reimbursement was made for a record number of trainees, 24,839, during the 1977-78 Fiscal Year compared to 18,720 for the same time period 1976-77 Fiscal Year, an increase of 6,119 trainees (+32.69%).

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ANALYSIS OF CHANGE IN

PEACE OFFICER TRAINING FUND

Accumulated Resources July 1, 1977	\$ 3,476,711.00	
Revenue July 1, 1977 through June 30, 1978	<u>13,368,339.79</u>	
Total Resources		\$16,845,050.79

Expenditures

Administrative Costs		2,457,925.65	
Aid to Local Governments			
Reimbursement for training claims received	\$10,550,977.58		
Letters of Agreement	54,128.21		
Contractual Services	<u>566,224.76</u>		
Total Aid to Local Governments		<u>\$11,171,330.55</u>	
Total Expenditures			<u>\$13,629,256.20</u>

Unadjusted Accumulated Resources June 30, 1978	\$ 3,215,794.59
Less: Accounts Payable	\$ 1,371,061.45
Adjusted Accumulated Resources June 30, 1978	\$ 1,844,733.14

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PEACE OFFICER TRAINING FUND

STATEMENT OF REVENUE

<u>Month</u>	<u>Traffic</u>	<u>Criminal</u>	<u>Surplus Investment Fund Income</u>	<u>Other Misc. Income</u>	<u>Total</u>
July	\$ 803,787.61	\$ 398,797.60	\$	\$	\$ 1,202,585.21
August	688,023.62	262,567.16			950,590.78
September	565,675.18	328,765.05		9.00	894,449.23
October	871,906.27	390,099.60			1,262,005.87
November	662,059.00	262,123.29			924,182.29
December	652,068.04 4243 518	285,651.04 1928 002	41,171.520	410.63	938,129.71
January	764,825.09	302,252.66	206,520.98		1,273,598.73
February	631,003.61	272,086.15			903,089.76
March	857,317.18	425,599.49			1,282,916.67
April	689,459.66	284,359.72		3,908.61	977,727.99
May	917,285.78	408,556.26			1,325,842.04
June	844,181.98	362,957.60	226,081.93		1,433,221.51
Total	<u>\$8,947,593.02</u>	<u>\$3,983,815.62</u>	<u>\$432,602.91</u>	<u>\$4,328.24</u>	<u>\$13,368,339.79</u>

REIMBURSEMENTS - BY MONTH		Commission On Peace Officer Standards and Training Administration Division - Claims Audit Section		
MONTH	1975-76	1976-77	1977-78	TOTAL
July	\$	\$ 619,777.02	\$ 18,860.85	\$ 638,637.87
August		239,379.12	565,947.81	805,326.93
September		147,609.51	554,698.11	702,307.62
October		2,971.81	618,235.31	621,207.12
November		6,126.12	684,314.12	690,440.24
December		7,744.40	1,220,658.31	1,228,402.71
January		0	972,095.23	972,095.23
February		0	1,062,619.82	1,062,619.82
March		2,028.82	915,913.62	917,942.44
April		0	1,038,770.44	1,038,770.44
May		0	1,394,906.16	1,394,906.16
June		4,288.00	1,563,312.44	1,567,600.44
Total Before Adjustments	\$	\$ 1,029,924.80	\$ 10,610,332.27	\$ 11,640,257.07
Adjustments on Prior Reimb.		(-)909.60	(-)33,801.15	(-)34,710.75
Audit Adjustments by Controller			(-)25,553.54	(-)25,553.54
Total After Adjustments	\$	\$ 1,029,015.20	\$ 10,550,977.58	\$ 11,579,992.78

CLAIMS PROCESSED BY MONTH		Commission on Peace Officer Standards and Training Administration Division - Claims Audit Section												
	Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
NEW CLAIMS RECEIVED	75-76	0	0	0	0	0	0	0	0	0	0	0	0	0
	76-77	489	235	120	9	12	5	0	2	1	0	0	1	874
	77-78	57	270	370	643	844	864	823	811	872	947	942	1,069	8,512
TOTAL		546	505	490	652	856	869	823	813	873	947	942	1,070	9,386
Claims returned to Claimant for Correction			23	8	12	42	14	14	44	31	11	6	25	230
Correct Claims returned by Claimant		22	13	12	11	34	17	21	36	20	19	15	28	248
Claims completed and forwarded to Controller's Office	75-76	0	0	0	0	0	0	0	0	0	0	0	0	0
	76-77	479	247	138	10	9	10	2	0	9	0	0	1	905
	77-78	50	248	357	596	777	949	773	837	858	921	926	1111	8,403
TOTAL		529	495	495	606	786	959	775	837	867	921	926	1112	9,308

## DISTRIBUTION OF REIMBURSEMENT

During the 1977-78 Fiscal Year \$10,550,977.58 was reimbursed for training; of this amount \$7,377,218.90 (70%) was reimbursed for mandated training, \$1,679,252.43 (16%) for Job Specific Courses and \$1,553,860.94 (14%) for Technical Course training, the difference of (-) \$59,354.69 is for adjustments to prior reimbursement payments.

Basic	\$ 4,778,462.12	45%
Advanced Officer	1,883,136.12	18%
Supervisory Course	410,021.18	4%
Management Course	305,599.48	3%
Job Specific Course	1,679,252.43	16%
Technical Courses	1,553,860.94	14%
Subtotal	<u>10,610,332.27</u>	100%
Adjustments	<u>(-) 59,354.69</u>	
GRAND TOTAL	<u>\$10,550,977.58</u>	

### PERCENT COMPARISON

The following chart shows a percent comparison of reimbursement and training between the 1977-78 Fiscal Year and the same time period 1976-77 Fiscal Year:

#### MANDATED TRAINING

Courses	Reimbursements			Number of Trainees		
	1977-78	1976-77	% of Change	1977-78	1976-77	% of Change
Basic	\$4,778,462.12	\$3,198,915.63	+ 49	2,543	1,770	+ 44
Advanced Officer	1,883,136.12	1,429,953.35	+ 32	10,546	7,958	+ 33
Supervisory	410,021.18	370,792.34	+ 11	606	588	+ 3
Management	<u>305,599.48</u>	<u>399,778.70</u>	- 24	<u>315</u>	<u>368</u>	- 14
TOTAL MANDATED	\$7,377,218.90	\$5,399,440.02	+ 37%	14,010	10,684	+ 31%

#### TECHNICAL TRAINING

Job Specific	\$1,679,252.43	\$ --	--	3,796	--	--
Technical Courses and Seminars	<u>1,553,860.94</u>	<u>1,782,078.52</u>	--	<u>7,033</u>	<u>8,036</u>	--
TOTAL TECHNICAL TRAINING	\$3,233,113.37	1,782,078.52	+ 81%	10,829	8,036	+ 35%
Net Adjustments	(-) 59,354.69	(+) 1,821.91	--	--	--	--
GRAND TOTAL	<u>\$10,550,977.58</u>	<u>\$7,183,340.45</u>	+ 47%	<u>24,839</u>	<u>18,720</u>	+ 33%



SCHEDULE I

REIMBURSEMENT BY CATEGORY OF EXPENSE										State of California		Department of Justice	
FOR TRAINING TO DATE FOR 1977-78 FISCAL YEAR										COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING		7100 Bowling Drive, Sacramento, CA 95823	
MONTH	JUNE												
COURSE		Subsistence	%	Travel	%	Tuition	%	Salary	%	TOTAL	%		
BASIC	Total this Month	136,031.21		9,991.86				614,047.90		760,070.97			
	Previous Months	633,608.00		116,283.14				3,268,500.01		4,018,391.15			
	Total to Date	769,639.21	16	126,275.00	3			3,882,547.91	81	4,778,462.12	45		
ADVANCED OFFICER	Total this Month	15,303.34		5,085.12				241,195.11		261,583.57			
	Previous Months	119,831.94		43,820.23				1,457,900.38		1,621,552.55			
	Total to Date	135,135.28	7	48,905.35	3			1,699,095.49	90	1,883,136.12	18		
SUPERVISORY COURSE	Total this Month	16,433.26		4,008.01				38,337.68		58,778.95			
	Previous Months	81,204.84		18,533.29				251,504.10		351,242.23			
	Total to Date	97,638.10	24	22,541.30	5			289,841.78	71	410,021.18	4		
MIDDLE MANAGEMENT COURSE	Total this Month	11,427.44		1,529.81		7,936.00		21,457.57		42,350.82			
	Previous Months	75,232.33		14,091.22		30,986.00		142,939.11		263,248.66			
	Total to Date	86,659.77	28	15,621.03	5	38,922.00	13	164,396.68	54	305,599.48	3		
EXECUTIVE DEVELOPMENT COURSE	Total this Month	8,328.63		1,112.25						9,440.88			
	Previous Months	16,244.08		2,130.69						18,374.77			
	Total to Date	24,572.71	88	3,242.94	12					27,815.65	0		
JOB SPECIFIC COURSES	Total this Month	61,704.73		13,329.01		20,822.76		113,802.61		209,659.11			
	Previous Months	378,524.27		89,316.56		134,186.69		867,565.80		1,469,593.32			
	Total to Date	440,229.00	26	102,645.57	6	155,009.45	9	981,368.41	59	1,679,252.43	16		
TECHNICAL/SPECIAL COURSES	Total this Month	110,610.73		14,080.21		96,737.20				221,428.14			
	Previous Months	584,461.74		210,051.27		510,104.14				1,304,617.15			
	Total to Date	695,072.47	45	224,131.48	15	606,841.34	40			1,526,045.29	14		
TOTAL FOR MONTH		359,839.34		49,136.27		125,495.96		1,028,840.87		1,563,312.44			
TOTAL FOR PREVIOUS MONTHS		1,889,107.20		494,226.40		675,276.83		5,988,409.40		9,047,019.83			
GRAND TOTAL TO DATE		2,248,946.54	21	543,362.67	5	800,772.79	8	7,017,250.27	66	10,610,332.27	100		

POST 1-223 (Rev. 10-77) \$10,610,332.27 Less Adjustments (-) \$59,354.69 = Grand Total Reimbursed \$10,550,977.58

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

Total 1977-78 Fiscal Year  
July 1, 1977 through June 30, 1978

## REIMBURSEMENT BY COURSE CATEGORY

Page 1 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
1001	Basic	4,778,462.12	1,879.06	2,543	983,810
2001	Advanced Officer	1,883,136.12	178.56	10,546	306,690
3001	Supervisory	410,021.18	676.60	606	51,775
4001	Middle Management Course	305,599.48	970.16	315	26,356
5001	Executive Development Course	27,815.65	487.99	57	4,560
	Job Specific	1,679,252.43	442.37	3,796	193,209
	Technical Courses	1,526,045.29	218.76	6,976	247,256
	Subtotal	10,610,332.27		24,839	1,813,656
	Adjustments to Prior Payments	- 33,801.15			
	State Controller Audit Adjustments	- 25,553.54			
	Total Reimbursements	10,550,977.58		24,839	1,813,656
1000	BASIC TRAINING				
1001	Basic Course	4,778,462.12	1,879.06	2,543	983,810
1050	Arrest and Firearms (P.C. 832)	1,892.34	70.09	27	912
2000	ADVANCED OFFICER				
2001	Advanced Officer Course	1,883,136.12	178.56	10,546	306,690
3000	SUPERVISION				
3001	Supervisory Course	410,021.18	676.60	606	51,775
3055	Civilian Supervisory School	234.20	234.20	1	40
4000	MANAGEMENT TRAINING				
4001	Middle Management Course	305,599.48	970.16	315	26,356
4050	Supplemental Management Training	2,906.86	132.13	22	1,760
4055	Program Evaluation and Review Techniques	4,807.55	160.25	30	714
4060	Cost Analysis and Budgeting	1,134.77	113.48	10	240
4062	Field Management Training	18,798.49	162.06	116	2,943
JS 4065	Planning, Research and Development				
4065	Planning, Research and Development				
JS 4066	Research and Planning	17,017.26	607.76	28	1,120
4066	Research and Planning	2,170.93	361.82	6	240
4067	Research Design				
4070	Team Building Workshop	77,248.25	221.34	349	8,540
4075	Middle Management Seminar	48,725.19	164.61	296	7,440
4080	Role Management and Labor in Developing Contract Agreements	5,981.76	460.14	13	528
5000	EXECUTIVE AND ADMINISTRATIVE				
5001	Executive Development Course	27,815.65	487.99	57	4,560
5050	Executive Development Seminar	70,699.89	208.55	339	7,809
6000	FIELD OPERATIONS				
6005	Hostage Negotiations	2,561.32	102.45	25	1,000
6007	Advanced Hostage Negotiations	17,435.87	198.13	88	2,112

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 2 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
6008	Basic Hostage Negotiations	38,656.42	266.60	145	5,760
6010	Analysis of Urban Terrorist Activities	9,920.27	215.66	46	2,016
6020	Boating Safety and Enforcement	6,140.90	175.45	35	1,400
6030	Breathalyzer Course				
6040	Civil Emergency Management	36,064.10	231.18	156	7,325
6045	Commercial Enforcement Training	1,729.80	216.23	8	640
JS 6047	Crime Prevention Institute	156,244.70	1,132.21	138	11,012
6047	Crime Prevention Institute	10,004.09	714.58	14	1,063
6048	Advanced Crime Prevention Institute Environmental Design	11,762.76	336.08	35	1,396
6049	Crisis Identification & Management	25.14	12.57	2	40
6050	Crisis Intervention				
6051	Crisis Intervention (LETRA)	10,274.29	238.94	43	1,376
6052	Disaster and Riot Training				
JS 6054	Field Evidence Technician	217,345.82	1,200.81	181	19,516
6054	Field Evidence Technician	11,288.20	705.51	16	1,652
6060	Field Command Post Cadre School				
JS 6070	Field Training Officer Course	139,069.77	301.67	461	17,314
6070	Field Training Officer Course	1,008.72	144.10	7	329
6075	Law Enforcement Legal Education Program	45,642.38	240.22	190	7,634
6080	Law Enforcement Legal Education Update	19,041.77	167.03	114	2,274
6090	Law Enforcement Skills & Knowledges	645.64	23.91	27	912
6095	Narcotic Investigation for Peace Officers	4,725.97	50.82	93	1,860
6100	Officer Survival and Internal Security	176,084.91	217.93	808	37,924
6101	Officer Survival - San Bernardino	21,677.74	314.17	69	3,048
6105	Political Violence and Terrorism	29,254.25	215.10	136	6,338
6107	Prison Gang Activity				
6110	Protection of Public Officials	4,289.94	134.06	32	1,280
6115	Protective Services	3,919.59	206.29	19	760
6120	School Resource Officer	12,610.96	194.01	65	1,560
6121	School Resource Officer Institute				
6125	Crime and Crisis Management in Schools				
6130	Search and Rescue Management	5,367.13	92.54	58	1,140
6135	Team Policing Leadership				
6140	Underwater Search and Recovery				
6145	Unusual Incident Tactics	2,632.98	154.88	17	408
6150	Workshop on the Mentally Ill	14,623.53	215.05	68	1,631
7000	TRAFFIC				
7005	Traffic Accident Investigation	85,265.25	280.48	304	12,194
7005	Traffic Accident Investigation	890.32	80.94	11	440
JS 7010	Advanced Traffic Accident Investigation	11,140.23	247.56	45	1,800

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 3 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
7010	Advanced Traffic Accident Investigation	72.00	72.00	1	40
7025	Traffic Program Management Institute	34,830.70	405.01	86	3,784
7030	Speed from Skidmark	1,888.90	171.72	11	440
JS 7050	Motorcycle Training	56,358.63	1,024.70	55	3,924
7050	Motorcycle Training	3,660.00	522.86	7	388
JS 7055	Motor Officer Training School	12,488.25	734.60	17	1,960
7055	Motor Officer Training School	1,025.80	512.90	2	168
8000	DRIVER TRAINING				
8005	Driver Training, Allied Agency	8,467.42	256.59	33	792
8010	Driver Training Program	903.64	32.27	28	456
8020	Driver Training School	313.90	104.63	3	48
8030	Advanced Driver Training	251,866.64	279.23	902	21,578
8040	Police Defensive Driving Course	460.57	38.38	12	210
8050	Advanced Driver Training				
9000	CRIMINAL INVESTIGATION				
JS 9001	Criminal Investigation	42,799.26	385.58	111	6,140
9001	Criminal Investigation	548.93	274.47	2	152
9002	Criminal Investigation II	29.00	29.00	1	40
9003	Managing Criminal Investigations	2,852.28	109.70	26	520
9005	Crime Scene Investigation	33,328.75	383.09	87	3,480
9006	Physical Evidence Presentation	70,831.80	722.77	98	7,280
9010	Crime Specific	8,376.40	158.05	53	1,265
9015	Economic Crime Investigation Training	12,079.21	402.61	30	2,318
JS 9016	Investigation of Violent Crimes	45,965.40	483.85	95	4,451
9016	Investigation of Violent Crimes	2,311.27	256.81	9	423
9017	Investigation & Prosecution of Organized Crime in Pornography	2,857.03	89.28	32	1,140
JS 9020	Investigators School	69,021.82	775.53	89	10,680
9020	Investigators School				
JS 9025	Practical Investigative Case				
9025	Practical Investigative Case				
9026	Homicide Symposium	32,424.73	289.51	112	4,928
JS 9030	Questioned Document Investigation	18,562.15	488.48	38	1,446
9030	Questioned Document Investigation	207.00	207.00	1	38
JS 9050	Basic Auto Theft Investigators Workshop	14,625.22	365.63	40	1,400
9050	Basic Auto Theft Investigators Workshop	175.42	175.42	1	35
9055	Advanced Auto Theft Investigators Workshop	3,003.69	187.73	16	560
9065	Basic Vehicle Theft Investigations	8,028.14	308.77	26	1,040
9065	Basic Vehicle Theft Investigations	290.20	145.10	2	80
JS 9100	Rape Investigation	7,483.69	162.69	46	730
9100	Rape Investigation	135.53	135.53	1	16

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 4 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
JS 9115	Robbery Investigation	7,301.02	243.37	30	600
9115	Robbery Investigation	1,116.28	159.47	7	140
JS 9125	Sex Crime Investigation				
9125	Sex Crime Investigation				
JS 9126	Sexual Assault Investigation	9,745.36	389.81	25	780
9126	Sexual Assault Investigation	530.69	176.90	3	88
9150	Advanced Investigation for Coroners Cases	2,703.42	207.96	13	1,040
9155	Coroners Course				
JS 9160	Homicide Institute	49,591.60	644.05	77	6,080
9160	Homicide Institute	391.38	195.69	2	160
JS 9161	Homicide Investigation Cases	52,614.28	491.72	107	5,848
9161	Homicide Investigation Cases	819.13	136.52	6	280
9162	Homicide Investigation	14,219.30	507.83	28	1,120
9165	Advanced Homicide Investigation	3,659.87	130.71	28	672
JS 9210	Basic Narcotic and Dangerous Drugs	38,633.64	568.14	68	5,435
9210	Basic Narcotic and Dangerous Drugs	617.65	308.83	2	160
9220	Heroin Influence Course	2,245.44	38.71	58	1,160
9225	Narcotics Investigation	136,805.21	834.18	164	13,120
9225	Narcotics Investigation	5,623.94	432.61	13	1,040
9230	Narcotics Investigation, Advanced	148.00	49.33	3	120
JS 9235	Narcotics Investigation, Basic	5,306.68	252.70	21	840
9235	Narcotics Investigation, Basic				
JS 9250	Vice School	26,595.20	274.18	97	4,040
9250	Vice School				
JS 9251	Vice Investigation	18,966.16	541.89	35	1,400
9251	Vice Investigation	2,101.54	300.22	7	280
JS 9255	Air & Marine Narcotics Smuggling				
9255	Air & Marine Narcotics Smuggling				
9260	Child Abuse: Intervention, Referral and Investigation	5,504.67	196.60	28	1120
9261	Link Analysis				
9262	Visual Investigation Analysis				
10000	CRIMINALISTICS				
10005	Fingerprint School	2,075.26	94.33	22	880
10006	Latent Fingerprint School	1,855.75	123.72	15	600
10010	Advanced Latent Fingerprint School	4,027.09	103.26	39	1,519
10025	Advanced Blood Stain Analysis				
10050	Controlled Substance Analysis				
10075	Firearms and Toolmark Identification				
10106	Forensic Microscopy				
10107	Forensic Alcohol Supervisor				

## Commission on Peace Officer Standards and Training

## Administration Division - Claims Audit Section

## REIMBURSEMENT BY COURSE CATEGORY

Page 5 of 6

COURSE CODE	COURSE	AMOUNT OF REIMBURSEMENT	AVERAGE COST PER TRAINEE	NUMBER OF TRAINEES	HOURS OF TRAINING
11000	INTELLIGENCE OPERATIONS				
11005	Chief Executive Criminal Intelligence Seminar	530.60	66.33	8	128
11010	Criminal Intelligence Commanders Course	3,192.76	212.85	15	538
11020	Criminal Intelligence Data Analyst	12,286.97	423.69	29	2,320
11030	Criminal Intelligence Data Collector	13,126.12	364.61	36	2,880
11040	Organized Crime Informant Development & Maintenance	12,062.51	215.40	56	2,240
11050	Specialized Surveillance Equipment	21,688.02	204.60	106	4,192
12000	JUVENILE				
12005	Delinquency Control Institute	34,916.35	969.90	36	11,520
12010	Juvenile Justice Update	5,704.72	248.03	23	920
JS 12020	Juvenile Law Enforcement Officer's Training Course	89,771.68	524.98	171	7,224
12020	Juvenile Law Enforcement Officer's Training Course	2,782.06	347.76	8	320
JS 12025	Juvenile Officers	6,600.45	253.86	26	1,040
12025	Juvenile Officers				
JS 12040	Juvenile Procedures School	40,230.62	146.83	274	6,576
12040	Juvenile Procedures School				
13000	PERSONNEL				
13005	Background Investigation	2,368.97	76.42	31	636
13025	Internal Affairs	26,388.27	177.10	149	3,570
JS 13030	Internal Affairs Investigation Procedures	12,678.00	342.65	37	888
13030	Internal Affairs Investigation Procedures	545.87	272.94	2	48
14000	COMMUNICATIONS				
JS 14005	Complaint/Dispatcher	66,658.03	275.45	242	10,024
14005	Complaint/Dispatcher	784.99	130.83	6	256
14015	Criminal Justice Information Systems	9,735.75	198.69	49	1,176
15000	TRAINING				
15005	Behavioral Objectives Course	1,680.80	80.04	21	336
15006	Writing POST Performance Objectives	4,476.94	101.75	44	704
15010	Criminal Justice Role Training Program				
15015	Chemical Agents Instructors Course	2,278.17	119.90	19	456
15020	Firearms Instructors Course	21,376.34	207.54	103	5,218
15021	Defensive Tactics for Instructors	994.43	76.73	13	520
15025	Instructor Development Course	1,898.24	135.59	14	560
JS 15045	Police Training Managers Course	47,310.03	1,278.65	37	2,960
15045	Police Training Managers Course	770.53	770.53	1	80
15050	POST Special Seminar	25,698.40	66.06	389	4,434
15055	Techniques of Teaching Criminal Justice Role Training				
15065	Upgrading Instructors Training				
15070	Managing Performance Objectives Training				
15075	Managing the Volunteer in Law Enforcement	2,974.13	297.41	10	330

## REIMBURSEMENT BY COURSE CATEGORY

Page 6 of 6

[illegible]

NOTE: To be handed out at the Commission Meeting will be the following Consent Calendar Agenda Items:

1. Financial Report - F. Y. 1977/78
2. Report of final approval of F. Y. 1978/79 Budget
3. Yearly Contract Report



Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Course Certification/Modification/Decertification</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Standards and Training</b>	Division Director Approval <i>Brad Koch</i>	Researched By <b>Bradley W. Koch</b>
Executive Director Approval <i>W. G. ...</i>	Date of Approval <i>July 7, 1978</i>	Date of Report <b>June 30, 1978</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

The following courses have been certified, modified or decertified since the April 20-21, 1978 Commission Meeting:

CERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Spanish for Peace Officers	BI Language Services	Technical	III	\$ 64,800

Summary:

The course is designed to develop the officer's ability to carry on a basic conversation in Spanish. Instruction will be as a group, but will also be directed at individual proficiency. Grammar is not emphasized, except indirectly. The course will be taught at local police or sheriff facilities to on or off-duty, full-time law enforcement personnel. Course format provides for a minimum of 10 hours of instruction each week, for ten weeks.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Phencyclidine and Clandestine Laboratory School	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 6,533

Summary:

The Los Angeles County Sheriff's Department will present two, one-day seminars on PCP. The seminars will cover the history, effects, use, scientific investigation, laws and methods of handling PCP and its users. One seminar will be presented in the south and one in the north. The need is immediate for this type of training.

Utilize reverse side if needed

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Commercial Vehicle Enforcement	Los Angeles Co. Sheriff's Department	Technical	IV	\$ 2,587.50

Summary:

The course will acquaint officers having traffic responsibility with federal, state and local laws pertaining to commercial vehicles. The officers will be provided with a working knowledge and experience in the inspection of commercial vehicles. The California Highway Patrol (Sacramento) is the only presenter of this course. There is an established need in southern California for the training.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Exec. Development Seminar-Terrorist	FBI, Sacramento	Technical	IV	\$ 9,232

Summary:

The FBI has invited top administration from 100 local, county, state and federal level law enforcement agencies to participate in an 18-hour seminar in terrorism. The instructors are from the FBI Academy at Quantico, Virginia and they will be speaking on the terrorist problem. They will cover the international, the national and the state situation. Included are some "how-to" in hostage negotiations and planning function on combating terrorism.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Homicide Institute	Rio Hondo College	Technical	II	\$ 44,528

Summary:

Criminal Investigation was a number one priority identified in the POST Training Needs Assessment study. The two 1977 offerings were filled within one week after the course announcements were mailed to agencies by the college. In addition to the Federal Bureau of Investigation, instructors will include investigators from the following local agencies: Los Angeles Police Department, Los Angeles District Attorney's Office, Los Angeles County Coroner's Office and San Jose Police Department.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification & Management	DOJ-Advanced Training Center	Technical	Contract	-0-

Summary:

DOJ was requested by POST to develop and present a Crisis Course wherein all materials used are free from copyright action. Funds for the course are to be taken from the modified 1977/78 contracts. Course is needed to fill void left when other presenters were decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Orange Co. Sheriff's Department	Supervisory	II	\$ 217,280

Summary:

Recertification of existing course. Course is 80 hours in length, intensive format. Approximately 160 officers to be trained per year at a cost of about \$679 per officer. Supervisory Course will be taught in the Performance Objective format. There are no other Supervisory Courses in the area utilizing performance objectives. CEI's indicate the courses are satisfactory.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Allan Hancock College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Santa Barbara City College	Technical	II	\$ 9,400

Summary:

This replaces, in part, a course formerly certified to the "Central Coast Counties Consortium." See attachment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Management	NCCJTES, Santa Rosa Center	Technical	IV	\$ 7,000

Summary:

This course was previously certified for one presentation in November 1977. It is a forty-eight hour, six-day course designed to meet the requirement of Administrative Code Section 1021 for all custodial personnel in Type II and Type III custodial facilities. Only one Jail Management Course is presently certified and that course is presented in southern California. The need for this course is well established by the Training Needs Assessment. Presently the course is ranked as priority II.

Summary: (Continued)

The proposed 48-hour course addresses the needs of medium and small, as well as larger sized detention facilities. The course will emphasize the jail, its operations, its personnel and its management as a critical component of the administration of justice system. The maximum number of students will be 25 in a live-in condition to increase maximum student participation and interaction. The 48-hour course will cost POST approximately \$280 per student.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Academy of Justice, Riverside	Technical	II	\$ 9,600

Summary:

This course is designed to meet the training requirements of CVC Section 40600 for officers assigned to the accident investigation function. Based on the approved CHP course, it covers types of causing violations, accident scene procedures, reporting, follow-up and prosecution.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Bakersfield College	Technical	II	\$ 33,420

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is priority one, rank order 2 in Zone 8 in the Training Needs Assessment.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Los Angeles Police Department	Technical	II	\$ 33,696

Summary:

This is a 40-hour, intensive format course. There will be 5 presentations for a total of approximately 150 trainees. The subject matter will cover all traffic investigator functions and will satisfy the requirements for Vehicle Code Section 40600. This course is in the job-specific category. Primary user of the course will be the Los Angeles Police Department personnel.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	Rio Hondo College	Technical	II	\$ 18,200

Summary:

This is a Basic Traffic Accident Investigation Course designed to meet the requirements of California Vehicle Code Section 40600. The course is offered to police personnel who have a primary traffic accident investigation responsibility.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Traffic Accident Investigation	State Center Peace Officer Academy-Fresno City College	Technical	II	\$ 22,280

Summary:

This job-specific course is designed to fulfill the requirements of CVC Section 40600. The course is directed to officers responsible for traffic accident investigation in their respective departments. Completion of this course will qualify an officer to write a notice of violation for a nonviewed, nonfelony traffic offense which is a factor in a traffic accident. Traffic investigation is rank ordered number 2 in Zone 6 in the Training Needs Assessment. A total of 90 officers will be trained at a cost of \$22,280 to the POTF.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Patrol Operations	Thomas H. Anderson	Technical	IV	\$ 6,699

Summary:

Thomas H. Anderson has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Patrol Operations. Exemplary programs will be presented to chiefs or designated personnel for management of patrol operations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Managing Criminal Investigations	CSPU, Continuing Education	Technical	III	\$ 7,350

Summary:

California State Polytechnic University, Pomona has entered into an agreement, at POST request, with the National Institute of Law Enforcement and Criminal Justice (a branch of Law Enforcement Assistance Administration) to present one seminar on Managing Criminal Investigations. Exemplary programs will be presented to chiefs or designated personnel responsible for management of criminal investigations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Introduction to Crime Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 13,050

Summary:

This course will enable students to analyze crime reports both statistically and through the use of keysort cards. Teaching segments include: definition of averages; standard deviation; correlation; use of keysort; mapping and graphing techniques; forecasting techniques; frequency distribution; cluster analysis. Commission has approved this one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Visual Investigation Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 7,337

Summary:

This is an 8-hour training course in the development and use of charting techniques for investigative purposes. The techniques learned in this course serve as a practical tool for monitoring and scheduling investigative efforts as well as for making visual presentations of investigative results. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Investigation & Prosecution of Pornography	DOJ-Advanced Training Center	Technical	IV	\$ 9,783

Summary:

This program is an extension of the Attorney General's five (5) day seminars on "Investigation & Prosecution of Organized Crime in Pornography. It is specifically geared to the needs of small city and rural community law enforcement agencies. The material will cover such areas as organized crime involvement, red light abatement, unfair and fraudulent business practices, child pornography, civil investigations, and case and court preparation. This course will be offered as an option to one of the other 8-hour courses offered in either the Investigative or Patrol Institute.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Link Analysis	DOJ-Advanced Training Center	Technical	IV	\$ 3,261

Summary:

This is an 8-hour training course in the use of link charting techniques for analytical, investigative and prosecutorial purposes. The products of this course graphically portray and clarify associations among persons and/or organizations involved in complex criminal activity. Commission has approved this as one of the 19 courses covered in umbrella contract.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Prison Gang Activity	DOJ-Advanced Training Center	Technical	IV	\$ 12,228

Summary:

The course will look at the problem historically; the individual gangs and their cultural and philosophical background; modes of homicides and narcotic trafficking; wars and alliances; sources of funds; political factors; and communication systems. It will also cover legislative impact; jail procedures; problems in CYA; criminal intelligence functions; current and future problem areas; and ways to reduce the impact of prison gangs. The major objective is to provide a needed awareness program to local law enforcement. This awareness would be the first step in offering concerned agencies methods to deal with prison gangs in their community. A second objective will be to provide local agencies with ideas on how to counter the impact of prison gangs. Commission has previously approved this course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	California Highway Patrol	Basic	II	-0-

Summary:

This is a 1,024-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1. This course is for California Highway Patrol trainees only.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Allan Hancock College	Basic	II	\$ 75,960

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Police Dept.	Basic	II	\$ 911,520

Summary:

This is a 960-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Ventura Co. Police and Sheriff's Academy	Basic	II	\$ 455,760

Summary:

This is a 596-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Kern Co. Peace Officer Training Academy	Basic	II	\$ 341,820

Summary:

This is a 400-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Bernardino Co. Sheriff's Department	Basic	II	\$ 455,760

Summary:

This is a 726-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Orange Co. Sheriff's Department	Basic	II	\$ 319,840

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.



<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Sheriff's Department	Basic	II	\$ 799,600

Summary:

This is a 683-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	San Diego Police Dept.	Basic	II	\$ 799,600

Summary:

This is a 832-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Golden West College	Basic	II	\$ 284,850

Summary:

This is a 520-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Los Angeles Co. Sheriff's Department	Basic	II	\$ 493,740

Summary:

This is a 640-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Rio Hondo College	Basic	II	\$ 455,760

Summary:

This is a 600-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Santa Rosa Center	Basic	II	\$ 284,850

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Butte Center	Basic	II	\$ 512,930

Summary:

This is a 480-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	NCCJTES, Redwoods Center	Basic	II	\$ 398,790

Summary:

This is a 490-hour Basic Course, consistent with POST guidelines as set forth in Commission Procedure D-1.

MODIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Vice Investigation	CSU, San Jose	Technical	I	\$ 26,000

Summary:

The University was certified on August 8, 1977 to provide two approved Vice Investigation Courses. The success and demand for the course indicates a justifiable need for additional presentations. Modification of costs was requested to allow for per diem, material and meeting room cost increases. Two additional presentations will train 50 vice investigators at about \$520 per student. POST courses have received outstanding evaluations.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Stress Management for Criminal Justice Personnel	UC, Santa Cruz Ext.	Exec. Dev. Sem.	III	\$ 3,792

Summary:

The university has requested that the course be certified for one additional presentation to accommodate students turned away from the original course presentation. The first presentation received adequate ratings from its participants. The course is designed to allow law enforcement managers and supervisors to recognize the potentially stressful situations that arise from the "life style" of police work. Diagnosis and neutralization of the stress producing situations will be featured.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Driver Training for Allied Agency	California Highway Patrol	Technical	III	\$ 86,700

Summary:

CHP has requested that they be allowed to increase the tuition of this course from \$180 to \$225. The increase is due to an increase in operating expenses. Previous change in the tuition occurred effective July 1, 1977. Change was a reduction in tuition.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Training Officer	Los Angeles Police Dept.	Technical	II	\$ 61,593

Summary:

This course has been certified since December 10, 1970. On September 30, 1975, the department requested to reduce the number of training hours from 40 to 24. On April 7, 1978, a request was submitted to increase the training to 32 hours. The new course outline indicates an increase in those activities specifically designed to increase the effectiveness of the Field Training Officer.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Field Evidence Technician	NCCJTES, Redwoods Center	Technical	IV	-0-

Summary:

This course is currently certified for 80 hours. The course coordinator has submitted a request for a variable format of from 50 to 80 hours. This course is normally presented one to two times per year.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Robbery Investigation	CSU, San Jose	Technical	I	\$ 18,675

Summary:

The University was certified on March 22, 1977, to provide two approved Robbery Investigation Courses. Present demand for the course indicates a need for additional presentations. The two previous presentations have received excellent evaluations and support of field officers. Three additional presentations will train 75 investigators at about \$249 per student. POST presentations have been rated from very good to excellent.

DECERTIFIED

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Political Violence and Terrorism	CSTI	Exec. Dev. Sem.	IV	-0-

Summary:

As scheduled and under contract terms, two presentations were made in 1977/78 to a total of 83 POST-reimbursable trainees. The institute plans to substitute a Terrorism Analysis Course at CSTI to replace this seminar.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Supervisory Course	Chaffey College	Supervisory	II	-0-

Summary:

This Supervisory Course was certified in 1972 with an 88-hour semester length format. When the POST Commission adopted the compacted, intensive format for the Supervisory Course, it was offered by Chaffey College only once, in July 1976, and cancelled because of insufficient demand. The last presentation of the course was in 1975.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
PC 832	Canada College	Special	IV	-0-

Summary:

This course was certified on September 14, 1973. Since that time, we have had continual problems. On December 6, 1977, a letter was written to the coordinator that we would decertify if we did not hear from him. We received no response. On March 29, 1978, we repeated the above and have received no response.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Special Problems in Jail Custody	CSU, San Jose	Technical	III	-0-

Summary:

The university requested decertification due to a lack of interest in the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Specialized	DOJ-Advanced Training Center	Basic	N/A	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Advanced Blood-stain Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Forensic Alcohol Supervisor	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Controlled Substances Analysis	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Firearms and Toolmark Identification	DOJ-Advanced Training Center	Technical	IV	-0-

Summary:

This course has not been offered for the past 12 months and presenter does not know when it will be offered again.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Basic Course	Fullerton Police Training School	Basic	II	-0-

Summary:

This course has not been used since 1975. Fullerton College does not have sufficient classroom space and academies were held at Anaheim and Fullerton Police Departments. Those facilities are no longer available and upon discussing this matter with the coordinator, Nathan Iannone, it has been agreed that the course should be decertified.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Jail Operations	Central Coast Counties Consortium	Technical	II	-0-

Summary:

In 1974 Santa Barbara City College, Allan Hancock College and Cuesta College each applied for certification of a Jail Operations Course to meet the needs of the Santa Barbara and San Luis Obispo Sheriff's Departments. At POST staff suggestion, the three agreed to a single certification to be coordinated at Santa Barbara. The course was certified to a national "Central Coast Counties Consortium." Nine presentations have been made: 7 by Santa Barbara (80 students - primarily Santa Barbara Sheriff's Department); and none by Cuesta College. The choice of names was unfortunate as it has been a constant source of confusion to staff and users since there is a "Central Coast Counties Police Academy" at Gavilan College in Santa Clara County. In actuality, Santa Barbara College and Allan Hancock College have made presentations independent of each other and coordination has been handled by the POST area consultant. Since the consortium has not developed as originally envisaged and control could be better maintained if the two active presenters were individually certified, decertification would appear justified. The presenters concur.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Team Policing Leadership	Los Angeles Police Dept.	Technical	IV	-0-

Summary:

The above course has been very active and had 87 trainees in 1977. Based on information received from Los Angeles Police Department on April 7, 1978 "request course be decertified as it will no longer be presented."

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Crisis Identification Management	Los Medanos College	Technical	IV	-0-

Summary:

This course was certified on March 24, 1977, and has not been offered. Mr. Joe McKeown has been contacted and he reports there is no local interest in the course. He concurs with the recommendation to decertify the course.

<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Fiscal Impact</u>
Police Dispatcher/Communications Course	Criminal Justice Education & Training Resource System	Technical	II	-0-

Summary:

Course certified for one presentation that has been completed. Course is therefore decertified.

# Memorandum

POST Commissioners

Date : July 1, 1978

Executive Director

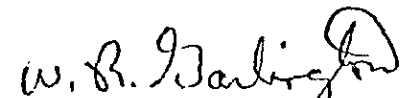
From : Commission on Peace Officer Standards and Training

Subject: Staff Organization and POST Objectives for 1978-79 and an Evaluation  
of Our 1977 Objectives

The Commission directed a staff reduction and reorganization for Fiscal Year 1978/79. This has been accomplished as illustrated in the attached charts.

Also, as you recall, the POST objectives for 1977 were submitted so you would be aware of staff's collective commitment to accomplish certain work products last year. I indicated that follow-up and evaluation would be an important part of the process. A condensed version of those objectives and their evaluation is submitted for your review.

In addition, the POST staff objectives for 1978/79 are listed to keep you aware of our major work efforts for this year. Your comments and direction will be appreciated.

  
WILLIAM R. GARLINGTON



## TABLE OF CONTENTS

	<u>Page</u>
I. Job List Comparison 1977-78 to 1978-79	1
II. Organization Charts 1978-79	
a. By Position	2
b. By Employee	3
III. POST Objectives Evaluations for 1977	
a. Executive Office	4
b. Standards and Training	8
c. Management Services	10
d. Administration	12
IV. POST Objectives for 1978-79	
a. Executive Office	14
b. Administration Division	18
c. Operations Division	22

Commission on Peace Officer Standards and Training  
Authorized Positions Comparison  
July 1, 1977 to July 1, 1978

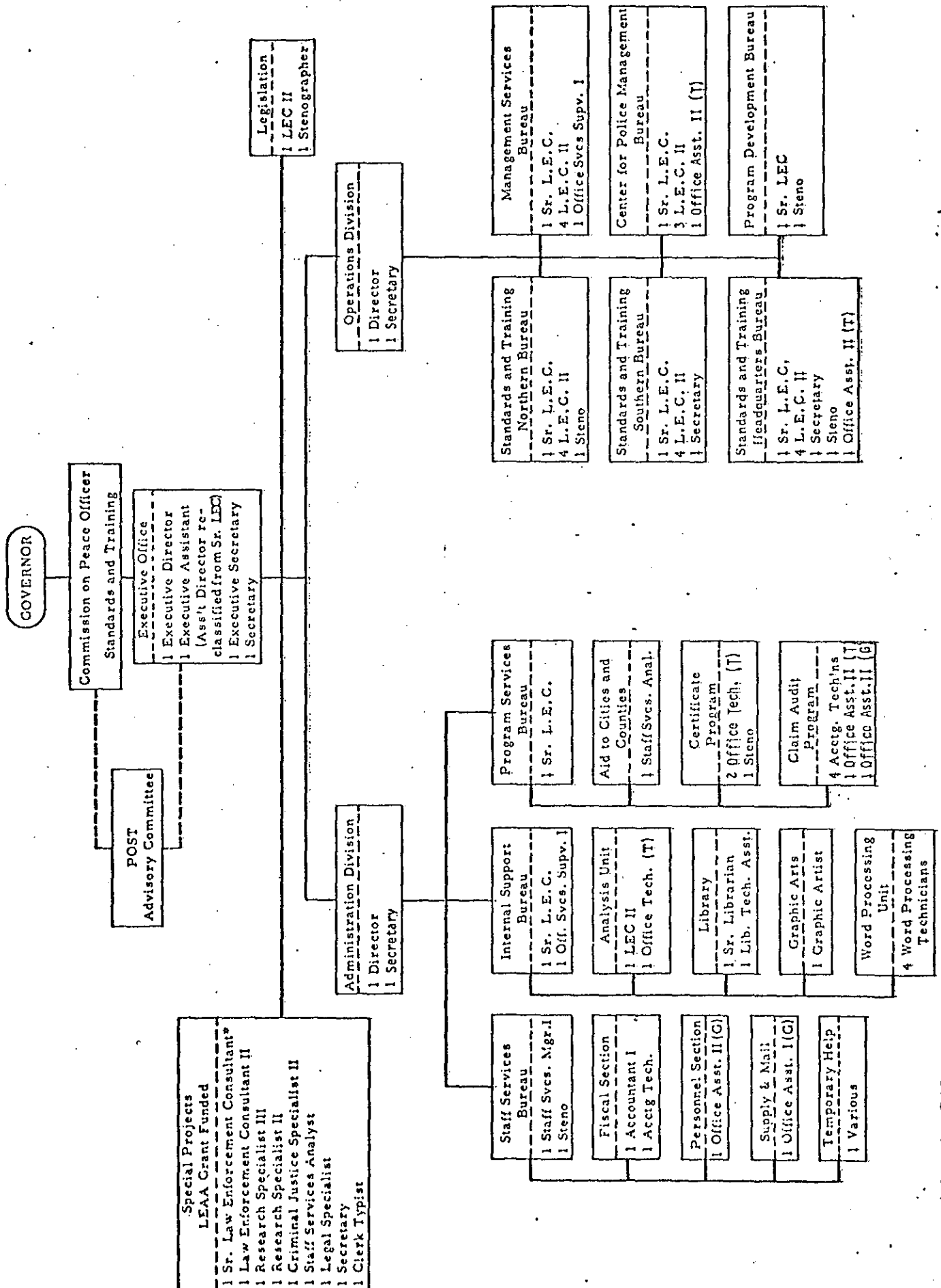
<u>Professional Positions</u>	<u>July 1, 1977</u>	<u>July 1, 1978</u>	<u>Difference</u>
Executive Director	1	1	-2
Assistant Director	4	2	+1
Sr. Law Enforcement Consultant	9	10	+1
Law Enforcement Consultant II	20	21	-1
Research Specialist III*	1	--	-1
Research Specialist II*	1	--	--
Staff Services Manager I*	1	1	--
Associate Governmental Program Analyst	1	1	--
Senior Librarian	1	1	-1
Accounting Officer II	1	--	-1
Staff Services Analyst	2	1	-1
Sub-total	42	38	-4

\*Transferred to LEAA Grant

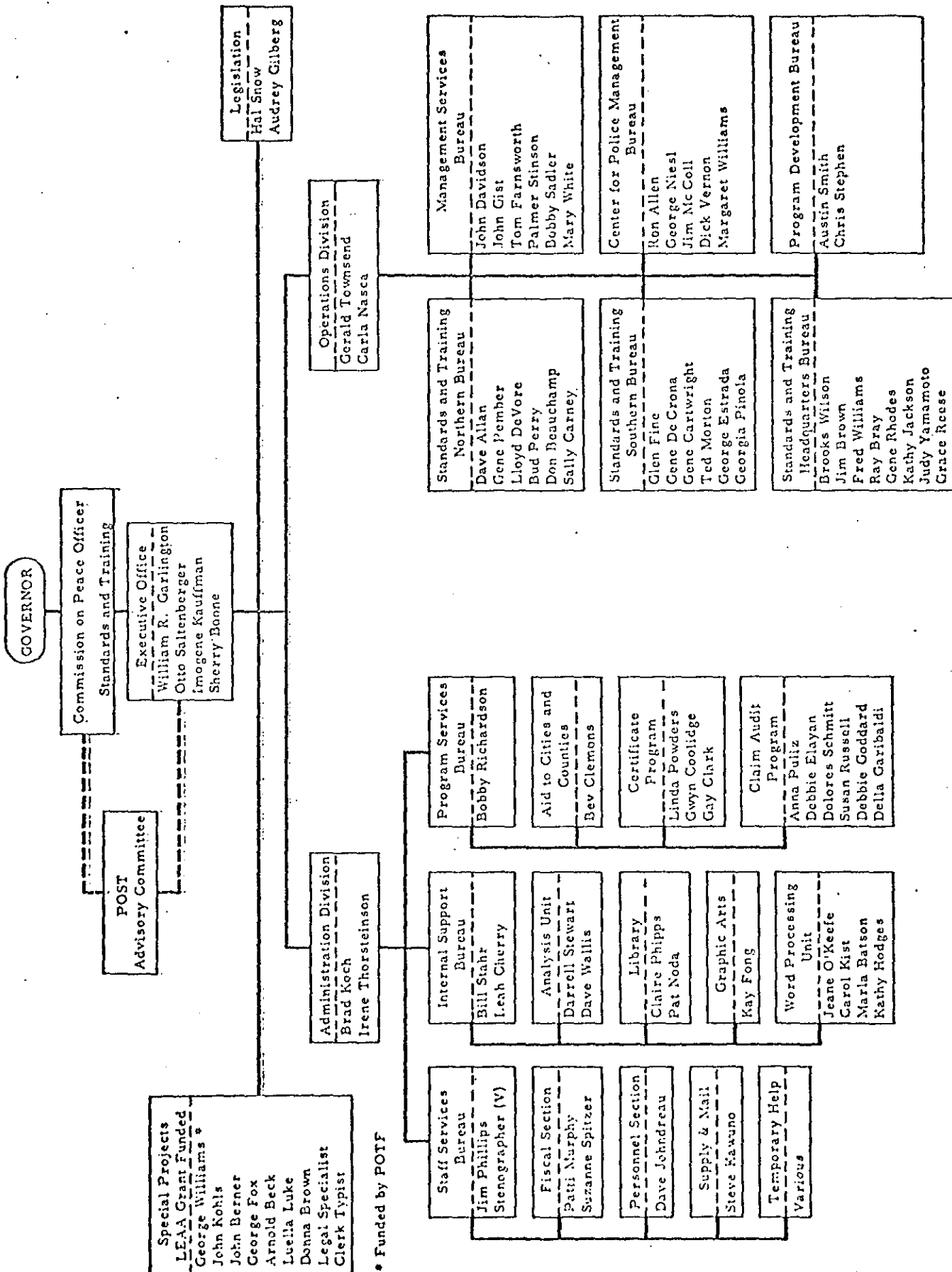
Clerical Positions

Graphic Artist	1	1	--
Secretary I	1	1	--
Secretary	6	3	-3
Stenographer	8	7	-1
Office Services Supervisor I	2	2	--
Office Technician	3	1	-2
Office Assistant II (T)	4	3	-1
Office Assistant II (G)	2	4	+2
Accounting Technician	6	5	-1
Accountant I	--	1	+1
Library Technical Assistant	1	1	--
Word Processing Technicians	--	4	+4
Seasonal Clerk	--	1	+1
Temporary Help	1	1	--
Sub-total	35	35	0
TOTAL	77	73	-4

Commission on Air Force Standards and Training



# Commission on Peace Officer Standards and Training



## EVALUATION OF EXECUTIVE OFFICE DIVISION OBJECTIVES - 1977

1. To insure that every POST employee receives a performance evaluation and counseling relative to career expectations.

### Results Expected

- To insure that each employee knows the standard of performance expected and how management perceives his performance in relation to this standard.
- To aid individual employees to attain career goals.

### Evaluation:

Considerable research and work has been done. A format combining performance evaluation and career counseling has been designed. The model will be tested during 1978. Time extended to January 1, 1979.

2. To complete the Basic Course Revision and to coordinate and evaluate pilot presentations.

### Results Expected

Assure appropriate basic training on a timely, cost-effective basis.

### Evaluation:

Commission has set the completion date for this long-range objective as July 1, 1979. Feedback on the Basic Course Revision Project is positive, and most academies are now either converted or are converting to the Revised Basic Course. The updating process for the performance objectives is also on schedule.

Executive Office Objectives - cont.

3. To prepare Annual Report describing major accomplishments and some projections for the new year.

Results Expected

To make available usable information about POST which will be furnished to all agencies in the POST program as well as response to requests from the public; also usable for presentations to professional organizations and as content in appropriate certified courses.

Evaluation:

This ongoing objective was completed on schedule, and the 1978 Annual Report was combined with the Master Training Calendar. The new format will be evaluated and improved upon in coming years.

If field demand is any measure of success, the 1977 report did well. All 2,000 copies were "sold out" by August. This year's report is receiving even greater demand.

4. To implement a word processing system that can be utilized by POST staff as well as all client agencies.

Results Expected

To develop expeditious processing of typewritten and/or reproduced documents with maximum quality and a reduction in the present clerical staff.

Evaluation:

This system is up and running and is exceptionally successful. Not only do we obtain a better work product faster, we have been able to reduce clerical staff by 2 positions.

5. To complete electronic data processing study; select appropriate hardware and software and convert principal records.

Results Expected

To provide more timely information and retrieve data not now available in order to assist in program management and decision making.

Evaluation:

The state bureaucratic procedure is such that we have been required to have a feasibility study conducted. This has been done by DOJ's data processing division. The next step, also required which will take until August 1979, is development of the system. Our earliest hope for a up-and-running computer program is about September 1979. Especially frustrating when we know we could buy a mini computer, have the Company do the programming, and be up and running in a few months.

7. To develop an effective system of recording and tracking the status of pending legislation.

Results Expected

To assist in conducting legislative activities on behalf of the Commission which will enhance the "leadership role" the Commission has adopted.

Evaluation:

With the active participation of the Legislative Review Committee and improvements made by our staff legislative assistant, this objective has been accomplished.

8. Ongoing Objectives

- a. Expansion of the manual, "State Laws of Interest to POST", to include reference to pertinent PAM Regulations, Attorney General's Opinions, Legislative Counsel, and court decisions.

Accomplished. Second printing distributed March 1978.

- b. Resolve the "ADA problem" by drafting legislation.

Out-of-District Cost, Chaptered into law, #32, effective 3-9-78.

Open Enrollment, pending S.B. 1126.

- c. Complete and distribute Commission Policy Manual.

Accomplished during March 1977.

Executive Office Objectives - cont.

Ongoing Objectives - cont.

- d. Prepare and distribute four editions of POST Scripts annually.

This has been done, including a new format at less cost.

- e. Coordinate preparation of all new or modified Regulations or Procedures in POST Administrative Manual and POST Internal Manual.

System has been developed. Complete rewrite presented to Commission July 1978, for Public Hearing at October meeting.

- f. Maintain addressograph list and address rosters.

Accomplished -- ongoing.

- g. Coordinate printing and publication of all POST documents.

Satisfactory procedure established.

Especially favorable feedback received on the Exemplary Project Program.



## EVALUATION OF STANDARDS AND TRAINING DIVISION OBJECTIVES - 1977

1. To reduce agency non-conformance with Commission Regulations and Procedures.

### Results Expected

Improved personnel selection and training practices.

### Evaluation:

518 agencies were inspected in 1977; only four were not contacted for inspection purposes. At year's end, only one agency (specialized) was in voluntary non-conformance and 53 were in technical, involuntary non-conformance.

For lack of data, no comparison can be made with previous years to establish degree of success in attaining objective. However, of those agencies inspected in the first half of 1977, 50 were in non-conformance as of June 30. By December 31, only 21 remained in non-conformance, a reduction of 58%. It is believed this reduction indicates success in attaining the objective.

2. To improve course presentations.

### Results Expected

Better trained law enforcement officers.

### Evaluation:

The standard of performance for this objective was:

Improve the mean average of course ratings on our Course Evaluation Instrument by .2%, and to conduct an evaluation of each new training course.

This objective may have been accomplished but complete proof is lacking. Because of an error by another state agency in ordering the Course Evaluation Instrument forms, presenters were without them for nearly three months. No complete comparative data base was established.

It has been found that present staff, consistent with other duty requirements, do not have sufficient time to monitor all new courses. Course review is being done on a prioritized needs basis. This objective has been extended to June 30, 1979.

3. To develop a strategy for determining the effectiveness of peace officer training.

Results Expected

A methodology which will measure the effectiveness of POST training programs.

Evaluation:

This long-term objective was only partially addressed during 1977. Approval by the Commission of the Basic Course test contract to Psychological Services, Inc., is a start. Also, the recent completion of the statewide job analysis and its correlation with the Basic Course has given us an increased ability to measure the effectiveness of some courses. This will remain an objective for several years and has been transferred as an objective from the Standards and Training Division to the Special Projects Bureau (July 18, 1977).

4. To develop statewide standardized course titles.

Results Expected

Course listings which by title will give the potential user accurate information about the content of the training course and its reimbursement category.

Evaluation:

Completion date set up to July 1, 1978.

The objective was modified as course descriptions were determined to be of more value than standardized titles. The format and procedures for a monthly catalog of POST Certified Courses have been prepared and are undergoing testing as work copies for staff. It is anticipated that catalogs for the field on a quarterly basis will be available on or about the stated completion date.

## EVALUATION OF MANAGEMENT SERVICES DIVISION OBJECTIVES - 1977

1. To compile, evaluate, and index research material and survey data by subject matter, for use by POST staff and law enforcement agencies.

### Results Expected

Research data more readily available. Survey recommendations may be evaluated and utilized in a more productive manner

### Evaluation:

This objective was not addressed due to the reduction of positions in Administrative Counseling and the survey workload. It will be a continuing objective during 1978-79 under Operations Division Objective 1.

2. To complete the backlog of surveys now in various stages of completion and keep abreast of current incoming survey requests.

### Results Expected

More timely response to requests for counseling assistance from law enforcement agencies.

### Evaluation:

51 surveys completed in 1977.

38 surveys completed in 1976.

These statistics speak for themselves. In addition, waiting time by the field for a survey has been reduced to no more than 30 days, and 90% of the surveys are now completed in less than 90 days including the written report.

## EVALUATION OF ADMINISTRATION DIVISION OBJECTIVES - 1977

1. To provide the Commission and POST staff with appropriate budget planning and preparation direction.

### Results Expected

Assure adequate and timely budget planning, needs justification, and program evaluation.

### Evaluation:

A satisfactory method has been devised for the administrative budget process.

2. To increase local law enforcement jurisdiction ability to submit correctly prepared claims forms in conformance with Commission procedures.

### Results Expected

Reduce the number of claims requiring either staff modification or resubmittal by agency.

### Evaluation:

By the end of the first six months of 1977, 25% of the number of claims submitted required correction. By April 1978, 10 months later, the rate of incorrect claims had increased to 30%. This 5% increase is attributed to Job Specific Course claims, improperly claiming salary reimbursement, and to claims which improperly stated the number of hours for reimbursement.

Special attention was given to those agencies experiencing difficulty in implementing new Commission policy, such as the limitation of Job Specific reimbursement course attendance to only once per fiscal year. Administration Division contacted such agencies to discuss the Commission's new policy and offer appropriate recommendations to implement the new policy. This procedure resulted in more prompt payment of reimbursement claims and subsequently, more productive submission and processing of similar claims.

3. To increase local agencies' ability to submit reimbursement claims in conformance with Commission time procedures.

### Results Expected

Maximize legitimate reimbursement to field by reducing the percentage of late claims received.

#### Evaluation:

The number of agencies that submitted late claims to POST remained at 1% of the agencies in the POST program. Approximately 98% of the agencies that submitted late claims, however, did not do so again. The elimination of repetitive late claim submission is attributed to the activities of Administration Division staff. In addition to contacting the area consultants so that they can follow-up with the agencies, Administration Division staff contacts each involved agency to discuss the reasons for the late submission of claims, and to suggest systematic procedures for timely submission of claims.

#### Evaluation - General:

POST assumed the responsibility of scheduling reimbursement claims for payment by the State Controller's Office in July 1976. Prior to that date, Department of Justice Fiscal Office performed this function; since then, including 1978, Administration Division has processed claims for payment with almost no errors and has caused reimbursement checks to reach jurisdictions approximately 1 to 2 weeks earlier than when this was handled by Department of Justice Fiscal Office.

The number of reimbursement claims submitted for payment for the first 10 months of the 1977-78 F. Y. has increased approximately 20%. During the same period, the total of trainees increased 36% over the corresponding period 1976-77 F. Y. The additional workload of auditing and scheduling of the reimbursement claims has been accomplished without an increase in the Administration Division staff.

## EXECUTIVE OFFICE OBJECTIVE 1 for 1978/79

### Objective

To minimize the effect of Jarvis - Gann Initiative on ability of local law enforcement to meet mandated training requirements.

### Results

Law enforcement officers will be able to continue mandated training courses at an acceptable level.

### Methods

- Analyze local mandated training needs.
- Develop a reimbursement formula which will aid agencies to meet requirements.
- Analyze impact of reduced budgets on community colleges' ability to provide mandated training.
- Develop alternative methods to assure training will be available.

### Standard of Performance

All agencies will remain in substantial compliance with Commission regulations and state laws.

### Completion Date

June 30, 1979

## EXECUTIVE OFFICE OBJECTIVE 2 for 1978/79

### Objective

To implement statutory and Commission requirements for the selection and training of reserve peace officers.

### Results Expected

Local agencies will be able to make a satisfactory transition from their present reserve officer standards to the new requirements.

### Methods

- Effect liaison with other POST personnel assigned to the reserve program.
- Distribute and interpret selection and training standards.
- Determine and list agencies with reserve programs and how each uses reserve officers.
- Develop written division policies and procedures for program implementation and management.
- Coordinate training institutions statewide to assure that reserve training is provided for in convenient locations.
- Determine degree of compliance with 832.6 P.C. and Commission regulations through inspection program.

### Standard of Performance

- By January 1, 1979, present reserve officers will have been given designations by their chiefs or sheriffs.
- Initial certificate issuance for level I reserve will have been completed.
- System for reserve training will be ready for Commission action. This will include outreach programs or other suitable training for "remote locations".
- Written policy and procedures for implementing P.C. 832.6.
- Establishment of a compliance data base.

### Completion Date

January 1, 1979

## EXECUTIVE OFFICE OBJECTIVE 3 for 1978/79

### Objective

To revise the POST Specialized Law Enforcement Certification Program.

### Results

Update requirements for the program which meet the needs of participating agencies, and meet the legislative mandate of P. C. 13510.5.

### Method

- Staff the Commission's Subcommittee and develop appropriate information for its use.
- Involve participating agencies in curriculum revision.
- Continue public hearing for purpose of revising regulations.

### Standard of Performance

- Implement revised Commission policy.
- Remove moratorium on entry of additional law enforcement agencies.

### Completion Date

January 1, 1979



## EXECUTIVE OFFICE OBJECTIVE 4 for 1978/79

### Objective

To update the Advanced Officer Course requirement.

### Results

Development of a workable policy which reflects the intent of the Commission's goal of requiring every law enforcement officer to have update training.

### Method

- Staff the Advisory Committee which will review the issue and provide it with adequate information.
- Solicit input from user agencies on Advanced Officer Course needs.
- Coordinate development with agencies and presenters.

### Standard of Performance

Take before the Commission a specific policy recommendation acceptable to local law enforcement.

### Completion Date

January 1, 1979

## ADMINISTRATION DIVISION OBJECTIVE 1 for 1978/79

### Objective

To carry out the Validation Grant Program in an expeditious, satisfactory manner.

### Results Expected

Development of validated, job-related entry level standards which will be of value to every law enforcement agency in the United States.

### Methods

- Complete a thorough statewide job analysis of the entry level patrol officer position.
- To the extent that grant funds permit, subject priority selection processes and standards to extensive scrutiny using recognized research methodology. Establish job relatedness relying upon results of the statewide job analysis.
- Develop, with LEAA funds, replication manuals describing each component of the research project. Manuals will be made available to other states by LEAA.

### Standard of Performance

A series of documents which can become a Selection Standards Manual, including entry level tests, physical ability examinations, medical and background requirements, etc.

The quality of the products will be assessed by their utility and perceived by local law enforcement administrators, personnel directors, and perhaps by civil rights compliance agencies.

Time scheduling for individual research components will be established within the framework of an 18-month grant project.

### Completion Date

October 31, 1979

ADMINISTRATION DIVISION OBJECTIVE 2 for 1978/79

Objective

To further reduce the number of late and erroneous claims.

Results Expected

Assure local agencies of receiving reimbursement to which entitled.

Methods

- o POST Special Seminars
- o POST Scripts articles
- o Working with departments that consistently make errors.

Standard of Performance

Reduce the number of late claims to below 1%.

Reduce the number of erroneous claims from 15% to less than 10%.

Completion Date

June 10, 1979

## ADMINISTRATION DIVISION OBJECTIVE 3 for 1978 /79

### Objective

To establish an accounting procedure which will accurately account for financial commitments to insure that spending does not exceed the authorization for Aid to Local Government expenditures.

### Results Expected

Give the Commission accurate data on which to base financial decisions.

### Methods

- o Accurately forecast the financial impact of course certifications.
- o Establish a new accounting procedure covering financial obligations, reimbursement claims, and authorization to spend in lieu of and compatible with eventual computerization.

### Standard of Performance

Staff will have the ability to answer Commission questions regarding impact of new programs on POTF and the Aid to Local Government Budget as well as give accurate (to within 10%) forecasts of training needs and expected costs.

### Completion Date

January 1, 1979

## OPERATIONS DIVISION OBJECTIVE 1 for 1978/79

### Objective

To develop and publish needed "how to do it" manuals on the subject of police management.

### Results Expected

An improvement in POST's ability to give timely, effective administrative counseling service and "self help" advice.

### Methods

Through the Center for Police Management research, develop, and/or update manuals on the following subjects:

- Property Control
- Crime Reporting Systems in Local Police Agencies
- Crime Investigation Procedures
- Field Interrogation
- Response Time on Calls for Service
- Manpower Allocation and Distribution in Patrol
- Records Systems
- Computer Use by Police

### Standard of Performance

Reduction in the amount of time needed to complete management surveys. Ability in more instances for agencies to set up improved procedures simply by following directions or with minimum assistance from POST staff.

### Completion date

At least two manuals by June 30, 1979, and two each year thereafter.

## OPERATIONS DIVISION OBJECTIVE 2 for 1978/79

### Objective

To develop statewide standardized course core curricula.

### Results Expected

Standardize course curricula of all POST certified courses to assist agencies to more accurately identify and effectively plan for training.

### Methods

- POST course revision activities.
- CPOA Performance Objective activities (24 job-specific categories).
- Application of Performance Objectives concepts.
- Secure complete curricula information on present POST certified courses.

### Standard of Performance

Standardize the Basic, Supervisory, Management, Executive Development, Training Managers Course and the job-specific courses to be developed by CPOA.

### Completion Date

June 30, 1979

## OPERATIONS DIVISION OBJECTIVE 3 for 1978/79

### Objective

To improve the quality of training course presentations.

### Results Expected

Improved law enforcement training.

### Methods

- Continuously evaluate courses by analyzing the Course Evaluation Instruments (CEI) and developing and evaluating data from other sources.
- Monitor/audit those courses with CEI mean averages greater than 2.2, or those in which information indicates their ineffectualness.
- Improve by counsel, or terminate those courses which are marginal or ineffectual in quality, including Field Training Officer programs.
- Establish and maintain effective liaison with presenters and advisory committees.
- Through a harmonious relationship with the project staff and consortium members, assist in the development of the Basic Course Revision Project and the conversion by course presenters to performance objectives.

### Standard of Performance

A reduction by .2% in the mean average of the course ratings on CEI's.

### Completion Date

June 30, 1979, and continuously thereafter.

## OPERATIONS DIVISION OBJECTIVE 4 for 1978/79.

### Objective

To complete the Basic Course Revision Project.

### Results Expected

Provide appropriate job-related basic training on a timely, cost-effective basis.

### Methods

- Assignment of full-time POST staff to coordinate the Basic Course Revision process.
- Identify and validate the core set of objectives to be implemented in the Revised Basic Course.
- Performance appraisal feedback in the Field Officer Training Program for comparative evaluation.
- Use of CEI for comparative evaluation.
- Periodic meetings with the Basic Course Consortium group.
- Coordinating and working with agencies and presenters.
- Update Basic Course unit guides through consortium process.
- Elimination of marginal academies.
- Liaison with academy advisory committees and college staff.
- Assist in development and evaluation of Basic Course Test and monitor its use in the academies.

### Standard of Performance

Course evaluations increased by .2% as measured on the CEI and subjective evaluations by departments which hire graduates.

### Completion Date

June 30, 1979



## OPERATIONS DIVISION OBJECTIVE 5 for 1978/79

### Objective

To optimize the use of the POTF for training in Fiscal Year 1978/79.

### Results Expected

Use of cost-effective methods for delivery of the training product.


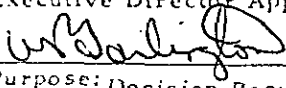
### Method

- Strategic certification of course presentations.
- Careful evaluation of course costs to determine cost effectiveness.
- Decertification of marginal or ineffectual courses.
- Close control of high-cost presentation sites.
- Encouraging selective application of training or training by assignment.
- Encouraging equitable distribution of training with and among agencies.
- Through seminars, developing within agencies knowledge and understanding of available courses and their application.
- Encouraging outreach programs.

### Standard of Performance

Quality courses that meet agency training needs and that do not exceed present costs plus reasonable inflation.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET			
Agenda Item Title <b>Commission Policy and Procedures</b>		Meeting Date <b>July 27-28, 1978</b>	
Division <b>Executive Office</b>	Division Director Approval 	Researched By <b>Brooks Wilson</b>	
Executive Director Approval 	Date of Approval <b>May 18, 1978</b>	Date of Report <b>May 11, 1978</b>	
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>			
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).			
<p><u>Background</u></p> <p>Staff has been directed to report on actions taken by the Commission which establish or affect Commission policies and procedures. This report is made for approval of action taken at the previous meeting.</p> <p><u>Analysis</u></p> <p>On April 20-21, 1978, under Agenda Item D-3, the Commission approved the following policy statement:</p> <p>"When the Commission certifies presentations of the Basic Course, the act of certification means:</p> <ol style="list-style-type: none"> <li>1. The Commission has been assured that facilities, instructional staff, and course management are adequate.</li> <li>2. The Commission has been assured that at least the minimum curriculum content and hours of instruction (Section D-1, POST Administrative Manual) will be presented in the Basic Course.</li> <li>3. Agreement exists that the Commission will monitor presentations in order to assure conformance of its minimum standards and to maintain quality control.</li> </ol> <p>"Certification does not imply the Commission has adopted any locally-required training subjects as state-level requirements, nor does the Commission take responsibility for the adverse impact of any locally-required subject matter."</p> <p>This action will be reflected in the appropriate section of the <u>Commission Policy Manual</u>.</p> <p><u>Recommendation</u></p> <p>The above action be codified as indicated.</p>			

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## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Commission Policy and Procedures</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Brooks Wilson</b>
Executive Director Approval <i>W. H. Wilson</i>	Date of Approval <i>June 6, 1978</i>	Date of Report <b>June 6, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

Background

Staff has been directed to report on actions taken by the Commission which establish or affect Commission policy and procedures. These reports are designed to approve and confirm action taken by the Commission at the previous meeting. This policy was not confirmed at the next subsequent Commission meeting due to staff oversight.

Analysis

On March 25, 1977, under Agenda Item E, the Commission adopted the policy expressed below:

The Commission will not certify any course which trains personnel of any rank in labor negotiations, but it will treat certification requests for labor management courses which exclude negotiations training as any other potentially certifiable course.

Recommendation

Staff recommends the above policy be codified for insertion in the Commission Policy Manual.

State of California

Commission on Peace Officer Standards and Training  
**Special Award**

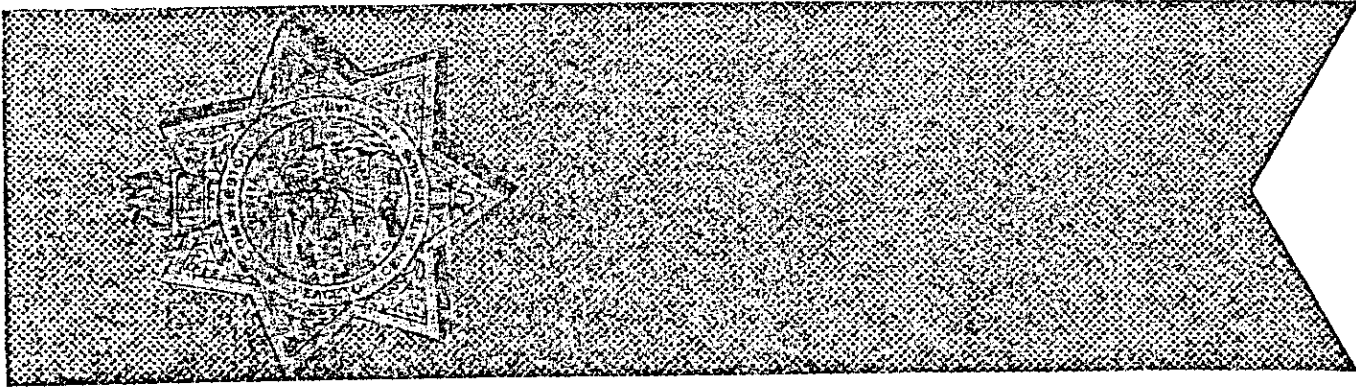
To  
**Ronald F. McIntyre**  
City Manager, Pasadena

*In appreciation for your years of continuous  
outstanding public service to California law  
enforcement as Commissioner, and Vice-  
Chairman, of the Commission on Peace Officer  
Standards and Training from January 1974  
to May 1978.*

Executive Director

Chairman

July 27, 1978



## Commission on Peace Officer Standards and Training

### Resolution

WHEREAS Edward M. Toothman has served the Commission on Peace Officer Standards and Training in many capacities -- beginning in 1967 as Supervisor of the California Law Enforcement Recruitment Program; in 1968 he researched and authored the survey "Crime Control in the California State Parks"; during 1970-1971 he supervised the implementation of Penal Code Section 13513, which created the POST Management Counseling Service; in 1972 he pioneered and organized the Technical Services Division; from 1973 to 1976 he served as Director in charge of the Administrative Division and as the Temporary Executive Director; from 1976 until this date, he is serving as the Director in charge of Management Services; and

WHEREAS Edward M. Toothman has made a significant impact nationwide in the field of police administration through his service with POST, as Chief of Police in Oakland, California, from 1959 to 1966, and as Acting Chief of Police in Seattle, Washington, in 1970; by his management innovations such as the first nationwide recruitment effort to hire college graduates; the first successful "on-site" minority recruitment program; the Nation's most effective use of crime and traffic analysis; the Nation's highest utilization of non-sworn employees in positions previously occupied by trained police officers; furthermore, Oakland Police Department's early training bulletins were duplicated throughout the United States; and his firm, no-nonsense yet humane handling of potential riots in the 1960's set a standard throughout the country; and

WHEREAS Edward M. Toothman is retiring on June 30, 1978, after 37 years of dedicated service to the people of the State of California:  
Therefore be it

RESOLVED, That the Commission on Peace Officer Standards and Training does hereby commend Edward M. Toothman for his contributions to law enforcement and his 11 years with POST.



June 30, 1978

Date

*Paul L. Dorrer*  
Chairman

*W.R. Gorington*  
Executive Director

State of California

## Commission on Peace Officer Standards and Training

### Resolution

WHEREAS The Honorable Dennis E. Carpenter is retiring December 31, 1978, as a member of the Legislature, having completed eight years of dedicated service to his constituents in the 36th Senatorial District and to all Californians; and

WHEREAS he is a graduate of the University of California at Los Angeles, where he earned Bachelor of Science, Bachelor of Law, and Doctor of Jurisprudence degrees; and

WHEREAS Senator Carpenter's illustrious career includes serving as a Special Agent for the FBI, practicing attorney, and business consultant; and

WHEREAS he has served actively on numerous professional, charitable and service organizations; and

WHEREAS Senator Carpenter has brought to his office intelligence, humor, knowledge, and leadership qualities; and

WHEREAS he has continuously supported legislation to improve law enforcement and protection of the public from crime; and

WHEREAS Senator Carpenter has carried and supported legislation concerning the Commission on Peace Officer Standards and Training: Therefore be it

RESOLVED, that the California Commission on Peace Officer Standards and Training expresses its appreciation to the Honorable Senator Dennis E. Carpenter for his invaluable contribution to law enforcement and standards for peace officers, and conveys to him its best wishes for every success in his future endeavors.



July 27, 1978  
Date

Chairman

Executive Director



SALVATORE V. ROSANO  
CHIEF OF POLICE



## POLICE DEPARTMENT

CITY HALL, P. O. BOX 1678, SANTA ROSA, CALIF. 95403

TEL: BUSINESS 528-5491 POLICE 528-5222 100 SANTA ROSA AVE.  
528-5491

July 7, 1978

William R. Garlington, Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Enclosed for your review and for distribution among members of your staff, is an evaluation of the Santa Rosa Police Department's training for calendar years 1975, 1976, and 1977.

You will note that 95% of the training accomplished during this period of time was largely the result of P.O.S.T. reimbursement, which provided both the funds and the assistance in selecting the appropriate programs.

During the period of these three years, a number of different P.O.S.T. area representatives have assisted us. I would like to take this opportunity to express our department's appreciation for all their assistance and, of course, the assistance of the various bureau chiefs who also played a part in this endeavor.

Without the funds and expertise of your agency, I am certain that very little, if any, of this training would have been accomplished, which, of course, would have made our agency less able to serve the community in a professional manner.

If any of your staff have any comments or suggestions after their review of this material, please do not hesitate to submit them to us for our consideration.

*Salvatore V. Rosano*

SALVATORE V. ROSANO, Chief of Police

SVR/dh  
Enclosures (3) Reports



POLICE DEPARTMENT

P.O. Box 4002 • 303 S. Johnson St. • Visalia, Ca. 93277

May 11, 1978

Ed Toothman  
Management Services Division  
Commission on Peace Officer Standards & Training  
7100 Bowling Drive Suite 250  
Sacramento, California 95823

Dear Ed:

POST has at our request recently completed a workload and manpower study with recommendations to more effectively deploy our police personnel in the Patrol Division.

We have implemented many of POST's recommendations as of this date, and are planning the implementation of many more in the near future. This study has provided us with an in-house method for making future operational deployment evaluations, and the assistance provided by your consultants has proved to be very valuable in this assessment.

Our special thanks to John B. Davidson, Bureau Chief, Field Counseling Bureau I, for his efforts and attention to details and excellent cooperation, and that of his people.

The capable assistance of POST is sincerely appreciated.

Very truly yours,

Raymond W. Forsyth  
Chief of Police

RWF/







# City of Patterson

## CALIFORNIA

344 West Las Palmas Avenue • P.O. Box 667 Zip 95363 • (209) 892-2041

April 25, 1978

Mr. William Garlington  
Executive Director  
Commission on Peace Officer Standards  
and Training  
7100 Bowling Drive  
Sacramento, CA 95823

Dear Bill:

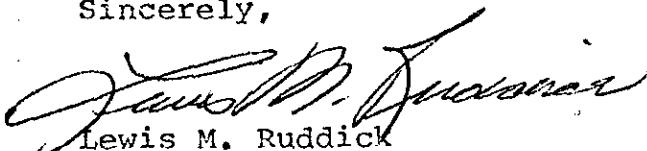
Over the years P.O.S.T. has completed a number of surveys for a number of departments and it is my understanding that rarely do you get feedback.

In 1974 P.O.S.T. completed a management survey for the Patterson Police Department titled Records Management Study. I'm pleased to inform you that on June 1, 1977, a records system was implemented which closely resembles that suggested in the study with some modifications based upon Police Records, Their Installation and Use, by O.W. Wilson. This system was supplemented by the employment of a clerk who is responsible for the records function.

Additionally on January 10, 1977, P.O.S.T. completed a special survey of the Police Department. Every recommendation of this survey has been implemented except the proposed ordinance which was rejected by the City Council. A copy of the Implementation Schedule is attached for your records.

I wish to thank you for the assistance you have provided. Without your support and recommendations these improvements might not have been made.

Sincerely,

  
Lewis M. Ruddick  
Chief of Police

LMR/gg

APR 27 10 14 AM '78  
COMMISSION ON POST

Office of the Sheriff

JOHN R. McDONALD, JR.  
SHERIFF

HAROLD N. BARKER  
ASSISTANT SHERIFF  
OPERATIONS

MACDONALD U. CRAIK  
ASSISTANT SHERIFF  
ADMINISTRATION

**COUNTY OF SAN MATEO**

HALL OF JUSTICE AND RECORDS • REDWOOD CITY • CALIFORNIA 94063

TELEPHONE (415) 364-1811

ADDRESS ALL COMMUNICATIONS TO THE SHERIFF

June 23, 1978

Commission on Peace Officer  
Standards and Training  
Peace Officers' Employment Registry  
Standards and Training Division  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Attn: William R. Garlington  
Executive Director

Dear Mr. Garlington:

Please forward 50 applications for distribution to our personnel.  
We are pleased to see that POST has taken the lead in assisting  
with the reemployment of police officers who were caught in the  
Proposition 13 crunch.

Sincerely,

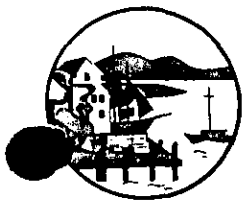
JOHN R. McDONALD, JR.  
Sheriff



HAROLD N. BARKER  
Assistant Sheriff

arp

COMMISSION ON POST  
JUN 26 9 57 AM '78



## CITY OF VALLEJO

DEPARTMENT OF PERSONNEL AND  
LABOR RELATIONS

June 26, 1978

William R. Garlington, Executive Director  
Commission on Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Bill:

Pursuant to your letter dated June 20, 1978, this is to advise you that the City of Vallejo is in the process of conducting a recruitment for the position of Police Officer.

While we do not expect, for obvious reasons, any great amount of hiring during 1978/79, we do anticipate that the eligible list being created as a result of the aforementioned recruitment will see some minimal usage owing primarily to upcoming retirements.

I have enclosed a few job announcements for your possible use. You will note that the physical agility portion of the selection procedure is pre-scheduled. You also will note that in an effort to contain processing costs, the City is not providing application forms immediately, but is instead accepting resumes from interested candidates.

I hope the foregoing will be useful to you and if you desire any further information, please give me a call.

Best personal regards,

DENNIS D. BRITTENBACH  
Director of Personnel  
and Labor Relations

/cnw

Enclosures

cc: Roland C. Dart, III  
Police Chief

COMMISSION ON POS

JUN 27 9 58 AM '78



CITY OF  
**SANTA MONICA**  
CALIFORNIA  
DEPARTMENT OF POLICE

GEORGE P. TIELSCH  
Chief of Police

1685 Main Street, Santa Monica, California 90401

(213) 395-9931

June 23, 1978

Mr. Glen Fine  
Bureau Chief and Executive Secretary  
POST Advisory Committee  
7100 Bowling Drive, Suite 250  
Sacramento, California 95823

Dear Glen:

The members of the POST Advisory Committee unanimously wish to extend their thanks and commend you on an outstanding display of organization and quality in providing direction, service, and information to the committee. Without your dedication to the task of assisting the committee we feel that the Advisory Committee could not have served the POST commission effectively in discharging its duties.

Again we thank you and wish you success and satisfaction in your new assignment.

Our best regards,

GEORGE P. TIELSCH  
Chairman

GPT:tm

cc: ✓ L.L. Sporrer  
W.R. Garlington

JUN 28 10 33 AM '78  
COMMISSION ON POST

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>PUBLIC HEARING: Definitions "Certified" &amp; "Approved" Courses - Standards for Approved Courses</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Harold Snow</b>
Executive Director Approval <i>W. R. Salton</i>	Date of Approval <b>July 10, 1978</b>	Date of Report <b>July 10, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

At the April 20, 1978 meeting, the Commission approved for public hearing the attached regulation changes and additions:

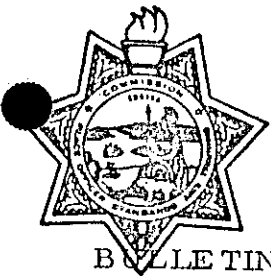
1. Amend Section 1001 (d) and (v), 1005 (g), definitions for "Approved Course" and "Certified Course".
2. Add new Regulation 1017 which incorporates standards for approved courses as set forth in revised Procedure D-7, "Approved Courses".

The purpose of these technical changes is to:

1. Clarify course definitions so that priority attention can be given to legislatively mandated courses for law enforcement.
2. Consolidate all course standards which the Commission has been legislatively mandated to promulgate.

To supplement the revised Procedure D-7, "Approved Courses", a POST Publication is being printed which defines the expanded course outlines.

Attachment



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

May 24, 1978

BULLETIN: 78 - 11

Subject: NOTICE OF PROPOSED CHANGES IN THE REGULATIONS  
OF THE COMMISSION ON POST

Notice is hereby given that the Commission on Peace Officer Standards and Training, pursuant to the authority vested by Section 11422 of the Government Code, and to implement Section 13506 of the Penal Code, proposes to amend Regulations in Title 11, Chapter 2 of the California Administrative Code:

Amend Section 1001 (d) and (v) - Definitions, to read:

- (d) "Certified Course" is a formal program of instruction for law enforcement for which the Commission approves individual presentations for the purpose of maintaining quality control.
- (v) "Approved Course" is a curriculum that is determined by the Commission to satisfy a legislative mandate. Approved courses are described in Section 1017 of the Regulations.

Amend Sections 1002 and S-102 - Standards for Employment

Add new subsection to re-establish "citizenship" as a POST standard for employment for both Regular and Specialized Programs.

Amend Section 1005 (g) and establish new Section 1017

To incorporate standards for already approved courses as set forth in revised Procedure D-7, "Approved Courses".

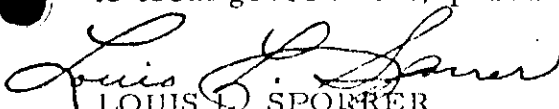
Any person interested may present statements or arguments orally or in writing relevant to the action proposed, at or before

10 a.m., July 27, 1978  
Sheraton Inn - Airport  
1590 Harbor Island Drive  
San Diego, California

Notice is also given that any person interested may present statements to:

William R. Garlington, Executive Director  
POST, 7100 Bowling Drive, #250  
Sacramento, California 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code.

  
LOUIS L. SPORRER  
Chairman

## PROPOSED REGULATION CHANGES

### 1005. Minimum Standards for Training

#### (g) ~~Special~~ Approved Courses (Legislatively Mandated)

- (1) ~~Special~~ Approved Courses are mandated by the Legislature for selected peace officers and other groups.
- (2) Requirements for ~~Special~~- Approved Courses are set forth in PAM, Section D, "~~Special~~- Approved Courses."

### Proposed New Section

#### 1017. Standards for Approved Courses

State law requires the Commission to establish curriculum standards for various kinds of peace officers and other groups. Standards for the following approved courses are provided in PAM D-7. The Commission may designate training institutions or agencies to present approved courses.

#### Penal Code Section

832	Arrest and Firearms
832.1	Airport Security
832.3	Basic Course
832.6	Reserve Peace Officer
12002	Baton for Private Security
12403	Chemical Agents for Peace Officers
12403.5	Chemical Agents for Private Security
13510.5	State Agency Peace Officers
13516	Sex Crimes Investigation

#### Vehicle Code Section

40600	Traffic Accident Investigation
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#### Civil Code Section 607f

Humane Officer Firearms Course

# Commission on Peace Officer Standards and Training

(To replace existing Procedure D-7)

POST Administrative Manual

Commission Procedure D-7

## Training

### APPROVED COURSES

#### Purpose

7-1. Specifications for Approved Courses: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section 1017 of the Regulations which relate to Approved Courses. State law requires the POST Commission to establish curriculum standards for various kinds of peace officers and other groups.

#### Content and Minimum Hours

7-2. Standards for Approved Course Content and Minimum Hours: Approved courses shall meet the following minimum content and hours. Expanded course description and performance objectives are available at POST Standards and Training Division.

<u>Penal Code Section 832</u> <u>Arrest and Firearms *</u>	Minimum Hours (40)	<u>Penal Code Section 832.3</u> <u>Basic Course*</u>	Minimum Hours (400)
Arrest (26 hours)		See PAM Specification D-1	
A. Introduction		<u>Penal Code Section 832.6</u> <u>Reserve Peace Officer *</u>	
1. Orientation			
2. Ethics			
B. Discretionary Decision Making		To be promulgated.	
C. Arrest, Search and Seizure		<u>Penal Code Section 12002</u> <u>Baton For Private Security **</u>	(8)
1. Laws of Arrest, Search and Seizure			
2. Methods of Arrest			
+ D. Examination		A. Legal & Ethical Aspects of Force	
Firearms (14 hours)		B. Baton Familiarization and Uses	
A. Moral Aspects, Legal Aspects and Policy		C. First Aid for Baton Injuries	
B. Range		D. Practical - Techniques	
C. Safety Aspects (First Aid)		<u>Penal Code Section 12403'</u> <u>Chemical Agents for Peace Officers **</u>	(8)
+ D. Examination		A. Legal and Ethical Aspects	
+ When the Arrest and Firearms Courses are presented together, only one examination is necessary.		B. Chemical Agents Familiarization	
		C. Medical and Safety Aspects (First Aid)	
<u>Penal Code Section 832.1</u> <u>Aviation Security *</u>	(20)	D. Use of Equipment	
A. Introduction and Background		E. Simulations and Exercises	
B. Criminal Threat to the Aviation Industry			
C. Federal Organization and Jurisdiction			
D. Legal Aspects			
E. Psychological Aspects			
F. Passenger Screening			
G. Aviation Explosives			
H. Aviation Security Questions and Issues			
I. Examination and Critique			
* Certified courses			

\*\* Not certified. Public institutions currently presenting certified courses, and others as determined by the Commission are designated to present these approved courses.



Commission on Peace Officer Standards and Training

<u>Penal Code Section 12403.5</u>	Minimum
<u>Chemical Agents for Private Security **</u>	Hours

Same as Penal Code Section 12403 (8)

Penal Code Section 13510.5  
State Agency Peace Officers

To be promulgated.

<u>Penal Code Section 13516</u>	(6)
<u>Sex Crime Investigation *</u>	

Preliminary Sexual Assault Investigation  
(Required part of Basic)

- A. Overview of Problems, Issues and Prevention Considerations
- B. Sensitivity of Responding Officer
- C. Treatment of Victim
- D. Preliminary Investigation Procedures
- E. Collection and Preservation of Evidence
- F. Classroom Demonstration

Follow-up Sexual Assault Investigation \*  
(Optional Technical Course)

- A. Basic Assault Investigation
- B. Review Report of Preliminary Investigation
- C. Re-Interview the Victim
- D. Investigation of the Suspect
- E. Physical Evidence
- F. Prosecution
- G. Pretrial Preparation

<u>Vehicle Code Section 40600</u>	
<u>Traffic Accident Investigation *</u>	(40)

- A. Vehicle Law and Court Decisions Relating to Traffic Accidents
- B. Report Forms and Terminology
- C. Accident Scene Procedures
- D. Follow-up and Practical Application

<u>Civil Code Section 607f</u>	
<u>Humane Officer Firearms *</u>	(15)

Firearms portion of Penal Code Section 832.

\* Certified courses.

\*\* Not certified. Public institutions currently presenting certified courses, and other as determined by the Commission are designated to present these approved courses.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>PUBLIC HEARING: Re-Establishment of "Citizenship" As a Standard for Employment</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Executive Office</b>	Division Director Approval	Researched By <b>Harold Snow</b>
Executive Director Approval <i>W. B. Saliglo</i>	Date of Approval <b>July 10, 1978</b>	Date of Report <b>July 10, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

At the April 20-21, 1978 meeting, the Commission approved for public hearing a proposal to re-establish "citizenship" as a POST standard for employment by amending Sections 1002 and S-102.

The action was taken as the result of the March 23, 1978 U.S. Supreme Court decision (Foley vs. New York State), which held aliens may be excluded from a state police force.

On May 8, 1978, an informal opinion from the California Attorney General concluded in view of the Foley Decision a citizenship requirement may be held violative of the Equal Protection Clause of the California Constitution and that the POST Commission lacks statutory authority to promulgate such a requirement under Penal Code Section 13510. Even though there is justification for questioning the conclusions of this opinion, it does serve to confuse the legality of such a requirement.

On May 16, 1978, the U.S. Supreme Court ordered a Los Angeles federal court to examine California's requirement that all civil servants categorized as "peace officers" must have citizenship. There appears to be reason to conclude that Government Code Section 1031, requiring citizenship for peace officers, may be too broad because it includes many peace officers who do not perform broad discretionary powers referred to in the Foley Decision.

Since results of this review have not been published, a decision to re-establish citizenship as a requirement may be premature.

#### RECOMMENDATION:

Action on this matter be postponed until the Commission receives the results of the review by the District Court in Los Angeles.

Attachments

# High Court Rules Aliens May Be Barred From State Police

WASHINGTON (UPI) — The Supreme Court ruled 6-3 Wednesday that aliens may be excluded from a state police force.

And in another action, the court ruled 6-2 that a criminal trial jury may be instructed not to hold against a defendant his failure to testify in his own behalf.

In the police case Chief Justice Warren Burger said for the majority that police "are clothed with an almost infinite variety of discretionary powers."

"The execution of the broad powers vested in them affects members of the public significantly and often in the most sensitive areas of daily life," he said.

The essence of Supreme Court decisions has been that although aliens have a right to education and public welfare and the ability to earn a living and engage in licensed professions, Burger said, "the right to govern is reserved to citizens."

Police may invade the privacy of an individual in public places, break down the door of a dwelling or stop vehicles on highways, he said.

Justices Thurgood Marshall, William Brennan and John Paul Stevens dissented, saying there is a

vast difference between formulating public policy and carrying it out.

"The officer responding to a particular situation is only applying the basic policy choices—which he has no role in shaping—to the facts as he perceives them," they said.

The decision came on a challenge by a New York City Irishman, Edmund Foley, who could not attain citizenship soon enough to meet the maximum age requirement of 29 for state trooper applicants. Five years of residence are required to become a citizen.

A special three-judge federal panel in New York City upheld the law and Burger's opinion supported that ruling.

In the case involving the jury instruction, Erik Laveside, convicted of escaping from a Multnomah County, Ore., jail in 1975, had argued that by pointing out he had not testified—and telling jurors not to draw adverse inference from that—the judge was "waving a red flag in front of the jury."

He said the commonly used jury instruction may fall into the category of "comment" on a defendant's refusal to testify which the Supreme Court has prohibited.

Several courts across the country have split on the issue.

But Justice Potter Stewart, writing for the majority, said the Supreme Court's earlier opinion on the issue was concerned only with "adverse comment" by the prosecutor or trial judge indicating that the defendant's silence "is evidence of guilt."

"A judge's instruction that the jury must draw no adverse inferences of any kind from the defendant's exercise of his privilege not to testify is 'comment' of an entirely different order," he said.

"Its very purpose is to remove from the jury's deliberations any influence of unspoken adverse inferences. It would be strange indeed to conclude that this cautionary instruction violates the very constitutional provision it is intended to protect."

He added, however, each state may decide on the course it wants to follow on this issue, and is free to forbid trial judges from giving such a cautionary instruction over a defendant's objection.

He said Wednesday's ruling holds only that such an instruction does not violate a criminal defendant's right

under the Fifth Amendment not to be "compelled to be a witness against himself."

Justice John Paul Stevens, in a dissent joined by Justice Thurgood Marshall, said the effect on the jury of a defendant's failure to testify may vary from trial to trial.

"When the jurors have in fact overlooked it, telling them to ignore the defendant's silence is 'like telling them not to think of a white bear,'" he said.

Justice William Brennan did not participate.

The court ruled 9-0 Tuesday that all state court juries which hear criminal trials must be composed of at least six persons.

Twelve-person juries are the rule in federal courts, but a number of states have experimented with six-member juries in an effort to reduce the financial cost of trials and to cut the time they take.

Three states—Georgia, Louisiana and Virginia—have tried reducing the size of juries to five in certain categories of criminal cases.

The Constitution does not set a number of jurors needed to give a criminal suspect a fair trial, but for a long time it was assumed 12 were

See Page 19 — SUPREME

## Saugus Detoxification Center Reopening Effort Abandoned

By Mary Ann McIlhenny

Efforts to reopen the Saugus Rehabilitation Center for alcoholic detoxification were abandoned Monday after a Los Angeles City Council subcommittee was informed the county was not interested in the proposal.

Instead of reopening the city's six-acre rehabilitation facility, the Public Works Committee voted to pursue efforts to get the land used for residential use.

Besides specifying several immediate remedies to the problem, Judge Hupp also suggested the city make additional use of civil detoxification facilities.

The city purchased the Saugus facility in the 1960s for the detoxification and rehabilitation of alcoholics.

However the center fell victim to budget cuts in the early 1960s and, after being used briefly as a

## Litigation Project Rules Allow Amended Pleading

By Bob de Carteret

Economical litigation project rules governing civil cases in the Los Angeles Municipal Court now provide that pleadings may be amended. Judge Norman L. Epstein emphasizes.

Judge Epstein, chairman of the court's committee on the project, said attorneys had been concerned

very substantial. Without it, a party was stuck with its original pleading," the judge said.

"A case can need amendment for a million reasons. A plaintiff may want to add parties or make a motion to fix a defect."

He added that an amendment can stop a case from being dismissed. Judge Epstein said no litigants



50 La Alcazar St. May

The Sacramento Union, Tuesday, May 16, 1978—A5

# Court evades homosexual issue

WASHINGTON (UPI) — The Supreme Court has refused once again to fix guidelines for states which undertake to regulate private sexual behavior, such as homosexual acts, among consenting adults.

The justices, without comment, rejected for the second time an appeal by a North Carolina massage parlor owner convicted of violating the state's "crime against nature" law by committing a homosexual act with a 17-year-old Marine.

The man, Eugene Enslin, had been fighting in both state and federal courts to overturn his one-year prison sentence. The Marine, had been sent to Enslin's establishment by a detective in Jacksonville, N.C., with the avowed purpose of having him "run out of town."

The high court has had several opportunities to deal with state laws relating to homosexuals, but has consistently refused to accept such cases for full review.

Back on the bench following a two-week recess, the justices also took these actions on cases involving the rights of aliens:

- ✓ Agreed to hear arguments next fall on the constitutionality of a New York state law barring non-citizens

from teaching in public schools.

- ✓ But let stand a decision striking down a New York law requiring aliens licensed as doctors to become citizens within 10 years.

- ✓ And ordered a Los Angeles federal court to re-examine California's requirement that all civil servants categorized as "peace officers" must have citizenship.

North Carolina's law governing homosexuality had been upheld in both state and lower federal courts. In 1976 the Supreme Court sustained without argument or opinion a Virginia law like North Carolina's which covers voluntary homosexual acts by adults in their own homes. But there have been indications the justices may yet be heard further on the subject.

Justices William Brennan and Thurgood Marshall voted to hear the North Carolina case, but four votes are needed for full review.

The National Gay Task Force labeled the court's denial "a deplorable dereliction of responsibility, since sodomy laws are now in effect in 30 states."

Among orders and opinions Monday the justices also, in a press freedom case, refused to block an order

requiring an Iowa reporter to disclose sources and notes used in writing articles about a divorce case.

This let stand a ruling by the Iowa Supreme Court that a reporter is not privileged to protect confidential sources in a civil suit if the information is relevant and there are no other sources for it.

In still other actions, the court:

- ✓ Eased a requirement in federal law that FBI agents carrying out wiretaps in criminal cases must be "careful" not to record irrelevant conversations. Dissenters Brennan and Marshall saw this decision as another intrusion on the right to privacy.

- ✓ Refused, in another wiretap case, to review a decision in New York that once agents get an eavesdropping court order, they are not required to get further instructions on how to install their equipment.

- ✓ Agreed to review next fall the federal law that requires all foreign service officers except those of highest rank to retire at age 60.

- ✓ Rejected the appeal of 60 House members who have been trying for months to block implementation of the Panama Canal treaties.

FIRESTORM

Hotpoint  
TAOLOR

trial Drawing for  
w Grand Jury  
ted Wednesday

# U.S. High Court Again Refuses To Rule on Private Sex Acts

Initial drawing to select the Los Angeles County Grand Jury will be held at 1 p.m. Wednesday. One of Los Angeles Superior Court, Presiding Judge William P. Hogboom and Judge Michael J. Schaner will be in charge of the drawing and County Clerk J. A. Corcoran will draw the names from a jury wheel. The 253 names will previously been given a number. Forty-five names will be drawn. The final drawing June 15, in the courtroom and by use of the method; 23 of the 40 names will be selected to serve on the Grand Jury from July 1, 1973, through June 30, 1974.

WASHINGTON (UPI) — The Supreme Court refused again Monday in a homosexual case, to take up the question of how far states may go in regulating the private sex activities of adults.

The justices, in a brief order without comment, rejected an appeal by Eugene Euslin, operator of a massage parlor and other places of business in Jacksonville, N.C., who was convicted of violating the state's "crime against nature" law.

A number of appeals have gone to the high court challenging statutes against private homosexual activity, but the justices have declined to accept any for full review.

However, the court in 1976 sustained without opinion a Virginia law, similar to North Carolina's, which applies to voluntary homosexual acts by adults in their own homes.

On the other hand, the court has provided protection for the personal privacy of women seeking abortions and of people, including minors, wanting to obtain contraceptives.

In orders and opinions on returning from a two-week recess, the court:

— In a 7-2 ruling, eased some of the restrictions on FBI wiretapping in connection with narcotics and other crimes.

— Rejected an appeal by 60 House members who have been trying for months to block implementation of the Panama Canal treaties.

— Agreed to rule on the constitutionality of a New York law barring aliens from teaching in public schools. But it let stand a ruling overturning New York's law requiring aliens licensed as doctors to become citizens within 10 years.

In a third case involving aliens, the justices ordered a lower court to re-examine the constitutionality of California's requirement that all "peace officers" be citizens.

The justices told a special three-judge court in Los Angeles to reconsider the case in light of its recent ruling that aliens may be excluded from a state police force without

violating the Constitution.

The three-judge court had struck down the California law.

The law was challenged by trio of permanent resident aliens whose non-citizen status cost them jobs as probation officers.

The complainants — Jose Chavez-Salido, Ricardo Bohorquez and Pedro Luis Ybarra — invoked both Reconstruction Era civil rights laws and the Constitution's guarantee of equal protection to all.

Agreed to examine the federal law requiring all foreign services officers, except those of the very highest rank, to retire at age 60.

— Refused to block an order requiring an Iowa reporter to disclose sources and notes she used in writing articles about a divorce case.

— Turned down a bill collector's challenge to the Texas law forbidding telephone harassment.

— Refused to block court-ordered elections for a mayor-council form of government in Mobile, Ala., until the justices can examine the plan.

— Refused to review a state judge's default judgment against General Atomic Co. and in favor of United Nuclear Corp. in a dispute which has raised problems between the United States and Canada.

Meantime State District Judge Edwin Felter of Santa Fe has voided

1973 and 1974 long-term contracts for uranium supplies which United Nuclear Corp. was to have provided Gulf Oil Corp., of which General Atomic is a subsidiary, at relatively low prices.

The case is now in the New Mexico Supreme Court.

United Nuclear had sued General Atomic Co. for the cancellations on the ground that Gulf at that period had inside knowledge through its Canadian affiliate that uranium prices would rise. The complaint said withholding this information violated federal antitrust law.

— Turned down a request by Newark, N.J., to uphold regulations that bar city police from making unfavorable comments about their superiors or their orders.

— The justices declined to review lower-court rulings striking down the regulations.

— Ruled 5-3 that California — and not the federal government — has control over submerged lands and water in the one-mile belt surrounding the Channel Islands National Monument.

The justices rejected the government's argument that it should be given ownership of all submerged lands and resources within one mile of the Anacapa and Santa Barbara islands on the basis of a 1949

See Page 19 — HIGH

ard to Consider  
Continuing Night  
all Claim Court

From Our County Bureau  
Approval of permanent funding for Los Angeles County's Night Claims Court program is being considered today by a committee of Supervisors. A recommendation for permanent funding came from the Grand Criminal Complaints Committee which polled judges, litigants and participants in the night project.

The participation by judges and bar association members in the night court to an estimated \$150.53 daily would fund about four hours of pay for two clerks and a judge. The committee reported last week that the total annual cost for the night court is estimated at less than \$100,000.

See Page 19 — SMALL

Report Hits Efficiency of Administrative Law Judges

WASHINGTON (UPI) — Some changes must be devised to

The judges serve in 28 regulatory agencies. They preside at hearings

## OCBA Panel Will Eye Judge Campaign Activity

By G. V. Stewart

TUSTIN — A special watchdog committee of professional and lay persons has been created by the Orange County Bar Association to oversee local judicial elections. It was announced Friday by President-Elect Howard F. Harrison.

The unofficial panel, called the Committee on Fair Election Practices for Judicial Elections, "will serve as a place for candidates in the current and future judicial elections to take complaints of unfair election practices," Harrison explained.

The committee is modeled after the county's recently formed Fair Political Practices Commission, which was created by a Board of

tion and publish its findings quickly. This is particularly important during the last few days or weeks preceding an election.

"We feel strongly that the public interest can be served merely by the existence of the committee."

Guidelines for the panel include consideration only of matters referred to it; examination only of incidents arising from the actions of candidates, or from actions by persons acting on a candidate's behalf; to respond publicly to any unauthorized public reference to the committee by a candidate or his agent.

"The committee may decide to

## Memorandum

George Williams  
Chief of Administration  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive  
Sacramento, California 95823

Date : May 11, 1978

File No.:

From : Office of the Attorney General

Subject: Your Memorandum of May 8, 1978

In your memorandum dated May 8, 1978, you have requested the advice of this office upon the POST Commission's proposal to require peace officers to be citizens of the United States. It is understood that prior to 1972, the Commission's regulations contained a requirement of citizenship for peace officers employed by POST participant jurisdictions. This regulation was repealed in 1972, but is now being considered for possible readoption in view of the U.S. Supreme Court's recent decision in Foley v. Connelie, decided March 22, 1978, and reported at 46 U.S.L.W. 4237. Foley, in an opinion by the Chief Justice in which three other justices concurred, held that to justify a statutory exclusion of aliens from employment in a state's police force, the state need only demonstrate that a rational relationship exists between citizenship and the demands of the particular position in which employment is sought, and concluded that New York State's limitation of employment as a State Trooper to citizens satisfied that test.

For the reasons which follow, I conclude that imposition of a citizenship requirement is permissible under the Equal Protection Clause of the Fourteenth Amendment but is likely to be held violative of the Equal Protection Clause of the California Constitution. It is also my opinion that whether or not a citizenship requirement is constitutionally permissible, the POST Commission lacks statutory authority to promulgate such a requirement under Penal Code section 13510(a). These matters, and other inquiries raised by the Commission on this subject, are addressed seriatim below.

The Commission first asks whether Foley authorizes a citizenship requirement for peace officer employment in the face of apparently contrary holdings by our Supreme Court in Purdy and Fitzpatrick v. State of California 71 Cal.2d 566 (1969) and Raffaelli v. Committee of Bar Examiners 7 Cal.3d 288 (1972).



George Williams  
Page 2  
May 11, 1978

In brief, Foley rejected a claim that the New York statute violated the Equal Protection Clause of the Fourteenth Amendment, consistent, the Court implied, with its prior holdings under the Equal Protection Clause that "although we extend to aliens the right to education and public welfare, along with the ability to earn a livelihood and engage in licensed professions, the right to govern is reserved to citizens." (46 U.S.L.W. at 4239.) Noting that "[a] description of the police function is essentially a description of one of the basic functions of government, especially in a complex modern society where police presence is pervasive," the Court identified numerous incidents of the police power which distinguish its exercise from the common occupations of the community and routine public employment. Considering it to be "as anomalous to conclude that citizens may be subjected to the broad discretionary powers of non-citizen police officers as it would be to say that judicial officers and jurors with power to judge citizens can be aliens" (46 U.S.L.W. at 4239), the Court concluded that "[i]n the enforcement and execution of the laws the police function is one where citizenship has a rational relationship to the special demands of a particular position" and held that the State "consonant with the [U.S.] Constitution" may limit the performance of the function to citizens. (46 U.S.L.W. at 4240.)

Thus, Foley first explicitly authorizes the use of the "rational basis" test rather than the more demanding "strict scrutiny" test in federal constitutional review of the citizenship requirement for employment as a state police officer, and then holds that the requirement of citizenship for police officers satisfies that test.

In 1969 the California Supreme Court in Purdy and Fitzpatrick v. State of California, supra, held that Labor Code section 1850 (which excluded aliens from employment on public works projects) violated the Equal Protection Clause of the Fourteenth Amendment. The Court in Purdy and Fitzpatrick held that the "strict scrutiny" test was the applicable standard for review of a classification based upon alienage (71 Cal.2d at 579), and specified under such test,

"[n]ot only must the classification reasonably relate to the purposes of the law, . . . but also the state must bear the burden of establishing that the classification constitutes a necessary means of accomplishing a legitimate state interest, and that the law serves to promote a compelling state interest . . ."



George Williams  
Page 3  
May 11, 1978

(71 Cal.2d at 579, footnote references omitted.) The Court then concluded that alienage bore no relationship to suitability of workers or the need of the laborer for the restricted employment (71 Cal.2d at 581), that the classification operated irrationally without reference to any legitimate state interest, and that the only state interest served was to favor U.S. citizens over citizens of another country (71 Cal.2d at 585) - an objective which the Court stated not only failed to qualify as "compelling" but constituted prima facie discrimination for its own sake (71 Cal.2d at 581).

Subsequently, in 53 Ops.Cal.Atty.Gen 54 (1970), this office expressed the opinion that the requirement of citizenship for peace officers set out in Government Code section 1031 was unenforceable because it constituted a denial of equal protection under the holding of Purdy and Fitzpatrick, supra. In light of the U.S. Supreme Court's decision in Foley, the question is whether a citizenship requirement for peace officers such as is contained in section 1031 is now constitutionally permissible.

First, Foley's authorization of the "rational basis" test for review of a citizenship requirement for police officer employment prescribes the applicable rule under the Equal Protection Clause of the federal Constitution. This holding does not affect either the result in Purdy and Fitzpatrick, or the application of that decision to employment in "the common occupations of the community;" but it now clearly precludes application of the "strict scrutiny" test employed in Purdy and Fitzpatrick, for examination of the citizenship requirement for peace officers under the federal Equal Protection Clause. Thus the fact that a citizenship requirement such as that in Government Code section 1031 cannot pass the "strict scrutiny" test would not render that requirement void under the Equal Protection Clause of the Fourteenth Amendment.

Second, however, in unequivocally invalidating the requirement of Business and Professions Code section 6060(a), which required U.S. citizenship as a prerequisite to admission to the practice of law in Raffaelli v. State Bar, supra, the California Supreme Court in 1972 affirmed the applicability of the "strict scrutiny" test to discriminatory classifications based on alienage eligibility for purposes of employment (7 Cal.3d at 295-296) under the Equal Protection Clauses of both the United States and the California Constitutions. (7 Cal.3d at 304.) Although the U.S. Constitution is subject to final authoritative interpretation by the U.S. Supreme

George Williams

Page 4

May 11, 1978

Court, the California Supreme Court is the ultimate authority on California law, including the California Constitution. Raffaelli's holding under the California Constitution presents the possibility that even though the "rational basis" test will suffice for examination of certain classifications based on alienage under the federal Constitution, the "strict scrutiny" test may yet be applicable to examination of such classifications under the California Constitution.

Third, it is not only possible, but likely, that the California Supreme Court would choose to apply the "strict scrutiny" test in inquiring into the validity of a citizenship requirement such as that of Government Code section 1031 under the California Constitution. Even though the Court in Purdy and Fitzpatrick specifically invalidated Labor Code section 1850 under the U.S. Constitution, it relied upon both federal and California decisional law in holding the "strict scrutiny" standard of review applicable. (71 Cal.2d at 579.) Moreover in justifying the application of that test under both the California Constitution and the U.S. Constitution, the Court in Raffaelli reiterated that, as it had earlier observed in Purdy and Fitzpatrick,

" . . . because of the ever present risk of prejudice 'a special mandate compels us to guard the interests of aliens'; that 'particular alien groups and aliens in general have suffered from such prejudice. Even without such prejudice, aliens in California, denied the right to vote, lack the most basic means of defending themselves in the political processes. Under such circumstances, courts should approach discriminatory legislation with special solicitude.' . . . (Accord, Sei Fujii v. State of California (1952) 38 Cal.2d 718, 730-731 [242 P.2d 617].)"

(7 Cal.3d at 292.) Further, the Court in Raffaelli explicitly declared, "It is not only the basis of the discrimination -- alienage -- which prompts the concern of the courts; no less significant is the method by which that discrimination is often practiced, i.e., by totally excluding aliens from engaging in certain occupations." (7 Cal.3d at 292-293, emphasis in original.) Quoting from Purdy and Fitzpatrick, supra, the Court in Raffaelli stated:

George Williams  
Page 5  
May 11, 1978

"Any limitation on the opportunity for employment impedes the achievement of economic security, which is essential for the pursuit of life, liberty and happiness; courts sustain such limitations only after careful scrutiny."  
(Fn. omitted.) . . ."

(7 Cal.3d at 293, emphasis added.)

Fourth, it is highly probable that the California Supreme Court would conclude that a citizenship requirement such as that contained in Government Code section 1031 denies equal protection under the California Constitution, whichever test it applies. Initially it is notable that even though the "strict scrutiny" test was held applicable both in Purdy and Fitzpatrick and in Raffaelli, the Court in each case found that the questioned classification could not meet even the "rational basis" test, which requires only a rational relationship to a conceivable legitimate state purpose to sustain the classification. In Purdy and Fitzpatrick the Court held that "[t]he fact of alienage bears no relationship either to the suitability of those who work upon public projects or the need of the laborer for such employment." (71 Cal.2d at 581 emphasis added); and in Raffaelli the Court stated, "We conclude that the challenged classification does not have 'a rational connection with the applicant's fitness or capacity to practice law. . . .'. A fortiori respondent has not sustained its burden of establishing that the classification . . . not only promotes 'a compelling interest that justifies the law but that the distinctions drawn by the law are necessary to further its purpose.'" . . . (7 Cal.3d at 301, emphasis in original.) Even if the "rational basis" test is applied, the citizenship requirement for peace officers is unlikely to fare better than the same requirement for attorneys when examined by the California Supreme Court under the California Constitution. In Raffaelli the Court noted that this office had previously concluded that pursuit of certain occupations, including that of peace officer, could not be conditioned on citizenship, and quoted with apparent approval this office's conclusion (in 55 Ops. Cal.Atty.Gen. 80) that "[i]t seems clear that citizenship bears no relationship to one's professional or vocational competency on qualification." (Id. at p. 82)" (7 Cal.3d at 303.) Observing that "[i]n its own way, each of the professions is as sensitive a repository of public trust as the profession of attorney" (7 Cal.3d at 303), the California Supreme Court appears to have implicitly concluded that the profession of peace officer, among others, is "in its own way" a subject of equal, but not greater, public concern

George Williams  
Page 6  
May 11, 1978

than that of attorney. The California Supreme Court would thus apparently disagree with the view of the plurality in Foley, that the duties of a police officer are somehow sui generis (see 46 U.S.L.W. 4239) and this disagreement, of course, is one which that Court is entitled to entertain and act upon in determining the validity of the citizenship requirement under the California Constitution. Some further indication that the California Supreme Court would indeed decide the question differently from the U.S. Supreme Court in Foley, is found in the nature of the State's interests asserted in defense of the citizenship requirement in Raffaelli, and in our Court's rejection of those reasons. The Court's discussion of these interests as failing to justify the requirement is found at 7 Cal.3d 296-301. Inasmuch as you have a copy of the full opinion, I shall not reiterate that discussion here, but merely observe that the justifications conceived by the plurality opinion in Foley appear to me to be as easily answered as those disposed of by the Court in Raffaelli.

For the foregoing reasons, it is my opinion that though a citizenship requirement such as that contained in Government Code section 1031, and a regulation restating and imposing that requirement, without more, would be upheld by the U.S. Supreme Court under the Equal Protection Clause of the Fourteenth Amendment, they would in all probability be declared invalid by the California Supreme Court under the Equal Protection Clause of the California Constitution. In the event of such a declaration, the result is not subject to review by the U.S. Supreme Court.

Wholly apart from considerations of constitutionality, however, I do not believe that the adoption of a citizenship requirement by the Commission is within the parameters of the rulemaking power conferred by sections 13506 and 13510(a) of the Penal Code. Clearly a citizenship requirement is not a "minimum standard of training" under section 13510(a). The only other rules authorized by that section are those "relating to physical, mental, and moral fitness, which shall govern the recruitment of" peace officers. In my opinion the proposed regulation relates to none of the subjects enumerated in section 13510(a). Rather the proposed regulation excludes applicants for police officer positions solely on the basis of status as an alien, completely independent of considerations of the forms of fitness contemplated by section 13510(a). Nor does the Foley decision, which indicates that citizen status may properly be considered a qualification

George Williams  
Page 7  
May 11, 1978

for a peace officer position, hold that such consideration is one based on physical, mental or moral fitness. Rather, that decision is based upon historical limitations of the governing function to citizens, and the perceived anomaly of subjecting citizens to police officer powers exercised by aliens, in light of those historical limitations. For these reasons I likewise conclude that a regulation imposing citizenship requirement would not be one which is "necessary to carry out the purposes of this chapter" within the meaning of Penal Code section 13506.

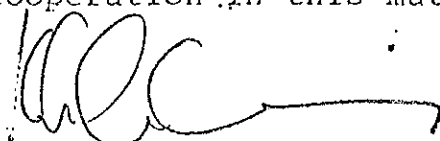
The Commission further inquires whether Foley, if applicable in California, would not apply equally to peace officer employees of local jurisdictions as well as the state. If Foley constitutes the rule of decision, I am unaware of any reason that the rule would not be equally applicable to state and local peace officer employment situations. Clearly, the justifications for a citizenship requirement perceived in Foley apply to the job functions of a local police officer with as much force as they might to an officer in the statewide service in California. Unless the Commission is aware of some potential basis for distinguishing the police function at the local level, I would conclude that Foley, if applicable to the statewide service, would apply to local law enforcement as well.

The Commission has also requested an opinion upon the legality and the advisability of providing for retroactive effect of a citizenship requirement. Viewed in terms of the Equal Protection Clause of the Fourteenth Amendment, there appears to be no federal constitutional objection to discharging a public employee on the basis of noncitizenship so long as the discharge "rests on legitimate state interests that relate to qualifications for a particular position . . . ." (Sugarman v. Dougall 413 U.S. 634, 647 (1973).) Foley makes it quite plain that as far as the U.S. Supreme Court is concerned, the requisite "legitimate state interests" are present. (46 U.S.L.W. 4239-4240.) For reasons already discussed, I do not believe the Commission has authority to adopt any rule limiting eligibility for peace officer employment to citizens. Whether the Commission ultimately agrees with this view or not, I believe the Commission would be well advised to take no action which would deprive alien police officers of their present employment. If the Commission does adopt a regulation having retroactive effect, provision should be made, at the very least, to permit aliens subject to termination to avoid separation by demonstrating that they are diligently pursuing citizen status.

George Williams  
Page 8  
May 11, 1978

This communication is intended to be responsive to your request for advice dated May 8, 1978, and is not an Opinion of the Attorney General. If the present response is not adequate to your purpose, or in the event that a further analysis is required of any aspect of the subject discussed herein, it is understood that you will either be in touch with me or submit a request for a formal Opinion of the Attorney General.

Thank you for your cooperation in this matter.

A handwritten signature in dark ink, appearing to read 'R. L. Mukai', with a long horizontal flourish extending to the right.

ROBERT L. MUKAI  
Deputy Attorney General

RLM:etg

## Memorandum

To : Robert L. Mukai  
Deputy Attorney General  
Attorney General's Office  
555 Capitol Mall, Room 350

Date : May 8, 1978

ECN

From : GEORGE W. WILLIAMS, Chief  
Staff Services Bureau  
Commission on Peace Officer Standards and Training  
Administration Division

Subject: REQUEST FOR LEGAL ASSISTANCE

In 1972, the Commission amended its Regulations by deleting the provision that required peace officers to be citizens of the United States who are employed by jurisdictions participating in the POST Program. The rationale for this amendment is expressed in the attachment entitled "Peace Officer Citizenship Requirement," which was a handout at the public hearings held by the Commission regarding this amendment of the Regulations. It should be noted that at the time of the hearings the Raffaelli decision had not been rendered by the California Supreme Court.

In view of *Foley vs. Connelie*, No. 76-839, the recent decision of the United States Supreme Court, it is proposed that the Commission amend its Regulations by again requiring peace officers to be citizens of the United States.

We request that you advise us as to the legal ramifications, if any, in the Commission following this proposed course of action. Does *Foley* take precedence over *Raffaelli* and the other California cases related to this matter? If *Foley* has application in California, does this decision apply to state as well as locally employed peace officers? What, if any, bearing would this proposed course of action have for alien peace officers presently employed as such in California?

Your prompt reply to this matter will be appreciated.

## PEACE OFFICER CITIZENSHIP REQUIREMENT

The citizenship issue, as it relates to general governmental employment, has been clearly settled by the California Supreme Court; however, the Court has not dealt with peace officers specifically. In a number of cases the Court has held that aliens cannot be denied government employment; presumably this includes peace officers.

The landmark decision is:

PURDY AND FITZPATRICK vs. STATE OF CALIFORNIA 71 Cal 2d 566  
(1969) 71 AC 587

The California Supreme Court held in this case, as in a number of other cases regarding the same issue, that citizenship requirements for government employment were invalid. The Statutes fall within a "suspect" category subject to review.

The major findings of the Court were:

1. The citizenship requirement encroaches on the congressional scheme for immigration and naturalization. Congress has the exclusive right in the field. (U.S. Constitution I, 8(4))
2. Denial to aliens the opportunity to work when lawfully admitted would be equivalent to barring entrance as in most cases they cannot live where they cannot work.
3. Is contrary to the 14th Amendment which applies to all "persons" which includes aliens. A state may not condition employment upon a waiver of constitutional right or arbitrarily restrict a person the right to an otherwise lawful occupation.

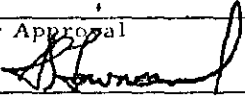
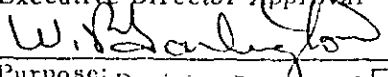
On the issue of whether an alien police officer can legally carry a weapon, the Attorney General, in an opinion (indexed letter 71-185) dated October 1, 1971, stated that Penal Code Section 12021 does not prohibit noncitizens who have been hired as peace officers from carrying and possessing concealable weapons.

In the case of Paolo Raffaelli vs. California State Bar, the State Bar refused Mr. Raffaelli admittance to the Bar as he is an alien. It is believed this case will provide greater guidance regarding the issue of alien peace officers. The issue regarding alien attorneys has been examined in the courts of several states; most recently in Alaska and Washington. These states found citizenship did not constitute a valid prerequisite to practice law. It is believed the California Supreme Court will not reverse itself by ruling contrary to Purdy and Fitzpatrick, nor will it disagree with the findings in the Alaska and Washington State cases. If it does, the Commission would then be able to reinstate the citizenship requirement.



Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>PUBLIC HEARING - RESERVE OFFICER STANDARDS</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Operations</b>	Division Director Approval 	Researched By <b>Glen E. Fine</b>
Executive Director Approval 	Date of Approval <b>7-10-78</b>	Date of Report <b>July 6, 1978</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

At its April 1978 meeting the Commission approved a public hearing for purposes of adopting standards for selection, training and certification of reserve officers. The Commission approved for submittal to public hearing the recommendations of the Advisory Committee and alternative recommendations for selection standards and for training of Level I reserve officers. Those recommendations, with announcement of the hearing, were disseminated to chiefs, sheriffs, educators, and city/county officials.

Recommendations of the Advisory Committee and alternative recommendations are attached (Attachment A).

At its June 1978 meeting the Advisory Committee discussed modifications of certain recommendations relative to the field training and certification of reserves. Their proposed modifications of previous recommendations are attached (Attachment B).

During the April meeting, the Commission directed staff to survey the opinion of law enforcement administrators regarding selection standards, training for Level I reserves, and the use of alone working reserve officers. A summary of the results of that survey is attached (Attachment C).

Once final decisions are made by the Commission provision must be made for placement of regulations in the POST Administrative Manual and Administrative Code. Proposed language for and placement of such regulations are attached (Attachment D).

Curriculum must be approved for training requirements which are established. Proposed curriculum which would implement the Advisory Committee's proposed training requirements are attached (Attachment E).

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE'S PROPOSAL FOR JULY 1978 PUBLIC  
HEARING ON RESERVE OFFICER STANDARDS

TRAINING STANDARDS

- Level III Reserve: PC 832 Course (40 hours).
- Level II Reserve: Two part requirement: (1) a certified PC 832 course (40 hours) and (2) a minimum of 40 hours of classroom instruction to include first aid, CPR, and the role of the backup officer. (80 hours total)
- Level I Reserve:
- a. Two part requirement: (1) 200-hour course prescribed by POST and (2) 200 hours of structured training using the POST Field Training Manual as a suggested guide. Or,
  - b. Completion of regular basic course. (In this proposal, the regular basic course is not required. Its completion is simply recognized as an acceptable alternative to the minimum requirement specified under Sub a.)

SELECTION STANDARDS

Apply all Government Code requirements for peace officers as specified in Government Code Sections 1029-1031. The Government Code requires the following standards:

Section 1029. "Any person who has been convicted of a felony in this State or any other state, or who has been convicted of any offense in any other state which would have been a felony if committed in this State, is disqualified from holding office or being employed as a peace officer..."

Section 1030. "A classifiable set of the fingerprints of every person who...becomes employed, as a peace officer...whether with or without compensation, shall be furnished to the State Division of Criminal Identification and Investigation and the Federal Bureau of Investigation..."

Section 1031. "In any instance in which, after the effective date of this section, members of a class of public officers or employees are first declared by law to be peace officers or to have the powers of peace officers, each member of such class must meet at least the following minimum standards:

- (a) Be a citizen of the United States;
- (b) Be at least 18 years of age;
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;
- (d) Be of good moral character, as determined by a thorough background investigation;
- (e) Be a high school graduate or pass the General Education Development test indicating high school graduation level;
- (f) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental condition which might adversely affect his exercise of the powers of a peace officer."

Be interviewed personally by department head or his/her representative prior to appointment.

#### CERTIFICATES

Eligibility:	Only reserve officers qualified for Level I assignment will be eligible for award of a professional reserve officer certificate.
Requirements:	<p>Completion of Level I training requirement (200-hour course prescribed by POST and 200 hours of structured field training), and</p> <p>Completion of 200 hours of work experience while assigned to the prevention and detection of crime and the general enforcement of laws, and</p> <p>Endorsement by agency head.</p>
Requirements for Grandfathered Reserves:	Satisfaction of all certificate requirements with recognition of previous training and experience.
Title:	Distinctively labeled as "Reserve Officer Certificate."
Type:	One type (contrasted with hierarchy of Basic, Intermediate and Advanced).

Renewal: Lifetime unless recalled for error/fraud.

Fees: No fee should be charged.

### DEFINITIONS

The following are proposed working definitions of terminology used in PC 832.6.

"working alone": This refers to a Level I reserve officer who works without immediate supervision and makes independent decisions. This definition should not preclude two Level I reserves or a Level I and a regular officer from working together.

"prevention and detection of crime and the general enforcement of laws: This refers to a Level I or Level II reserve assigned to:

- investigation of crimes, or
- assigned to patrol a geographic area and
- respond to handle personally the full range of citizen requests for police services and
- take enforcement action on the full range of law violations for which the reserve's department has enforcement responsibility.

"immediate supervision" (refers to a Level II reserve only): Supervision which is routinely in the physical proximity of and acting under the direction of a qualified officer and shall allow for temporary separations.

"field training program approved by POST" (refers to Level II reserve only): An approved field training program for reserves is a program adopted by the agency, using qualified instructors, modeled after the outline for the regular POST field training program, and will include but is not limited to the following subjects: Officer Survival, Weaponless Defense and Baton, Police Community Relations, Car Stops, Traffic Control, Crime Scene Procedures, Radio and Telecommunications, Role of the Backup Officer, Booking Procedures, Note Taking, Shotgun, and Crowd Control.

"peace officer possessing a basic certificate":

This refers to a regular officer and precludes a Level II reserve from working under the supervision of another reserve, unless that reserve possesses a regular Basic Certificate awarded while he was a regular officer.

"limited function" (refers to Level III reserve only):

The language of law--"Deployed only in such limited functions as would not usually require general law enforcement powers..."

Commission on Peace Officer Standards and Training

ALTERNATIVE PROPOSALS FOR JULY 1978 PUBLIC HEARING  
ON RESERVE OFFICER STANDARDS

Training Standards

Level I Reserve:

Complete the requirements of the basic course (same minimum training as required for regular officers--this minimum course is currently 400 hours).

Selection Standards

Background Investigation:

Impose the same requirements that POST has established for regular officers (this would be a more stringent requirement than the Government Code provision recommended by the Advisory Committee).

Medical Examination:

Impose the same requirements that POST has established for regular officers (this would be a more stringent requirement than the Government Code provision recommended by the Advisory Committee).

# Memorandum

: COMMISSIONERS

Date : July 6, 1978

George P. Tielsch, Chairman  
POST Advisory Committee

From : **Commission on Peace Officer Standards and Training**

Subject: RESERVE OFFICER STANDARDS

At its June meeting the Advisory Committee reviewed certain previous recommendations and agreed that changes should be made as follows:

## Issuance of Certificates to Grandfathered Reserves

The consensus of the Committee was that such reserves should be allowed to take the BCEE. If they pass the test, the certificate should be awarded upon their designation as Level I reserves and endorsement by their department head. If they fail the test, they should be required to meet all new requirements for certificate issuance.

## Definition of "Field Training Program Approved by POST"

By motion, the Committee recommends the following substitute definition:

"An Approved Field Training Program (Type II Reserve) is a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified by the chief administrator. The program should be consistent with guidelines developed by POST for such programs."

# Commission on Peace Officer Standards and Training

## RESERVE OFFICER STANDARDS SURVEY

### SUMMARY

July 13, 1978

1. Responses received:			251
2. Number of departments using reserves:			227
3. Percentage of respondents using reserves:			90%
4. Approximate total number of reserves in the responding departments:			6726
5. Number of departments that routinely assign reserves alone to general law enforcement work:			57
a. Approximate total number of reserves in such departments:			1293
6. Number of departments that do not routinely assign reserves to work alone but make such assignments on occasion:			114
a. Approximate total number of reserves subject to such assignments:			1212
7. Administrators' opinions regarding background investigation requirement:			
a. Government Code only:	No.	65	27%
b. POST requirement for regulars:		172	70%
c. Other:		7	3%
8. Administrators' opinions regarding medical requirement:			
a. Government Code only:	No.	69	28%
b. POST requirement for regulars:		163	67%
c. Other:		13	5%
9. Administrators' opinions regarding training requirement for Level I reserve officers:			
a. PC 832 only:	No.	13	5%
b. 200-hour reserve course:		24	9%
c. 200-hour reserve course + 200 hours of field training:		107	43%
d. 200-hour reserve course + 200 additional hours classroom or field training:		33	13%
e. Existing regular Basic Course:		34	14%
f. 400-hour extended format reserve course:		33	13%
g. Other:		2	.8%

67% of those responding favor one of the three options calling for a 200-hour course.

27% favor one of the two options calling for the Basic Course or equivalent.

5% favor PC 832 training only.



Commission on Peace Officer Standards and Training

RESERVE OFFICER STANDARDS SURVEY

SUMMARY OF RESPONSES OF DEPARTMENTS  
IN REMOTE AREAS

July 13, 1978

1. Responses received:			41
2. Number of departments using reserves:			32
3. Percentage of respondents using reserves:			78%
4. Approximate total number of reserves in the responding departments:			569
5. Number of departments that routinely assign reserves alone to general law enforcement work:			7
a. Approximate total number of reserves in such departments:			85
6. Number of departments that do not routinely assign reserves to work alone but make such assignments on occasion:			13
a. Approximate total number of reserves subject to such assignments:			56
7. Administrators' opinions regarding background investigation requirement:			
a. Government Code only:	No.	15	37%
b. POST requirement for regulars:		23	58%
c. Other:		2	5%
8. Administrators' opinions regarding medical requirement:			
a. Government Code only:	No.	13	32%
b. POST requirement for regulars:		20	49%
c. Other:		8	19%
9. Administrators' opinions regarding training requirement for Level I reserve officers:			
a. PC 832 only:	No.	6	15%
b. 200-hour reserve course:		5	12%
c. 200-hour reserve + 200 hours of field training:		16	39%
d. 200-hour reserve course + 200 additional hours classroom or field training:		8	19%
e. Existing regular Basic Course:		2	5%
f. 400-hour extended format reserve course:		4	10%
g. Other:		--	--

71% of those responding favor one of the three options calling for a 200-hour course.

14% favor one of the two options calling for the Basic Course or equivalent.

14% favor PC 832 training only.

REGULATIONS

Definition

1001

(s) (New - requires letter designation change for existing (s) through (w))

*"Reserve Officer" is a person deputized or appointed as a reserve or auxiliary sheriff or city police officer, or as a deputy sheriff.*

Selection Standards

Advisory Committee Proposal

1002

(d) (new)

*The following minimum standards for employment shall apply to all reserve officers appointed on or after January 1, 1979:*

- (1) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record;*
- (2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state;*
- (3) Be of good moral character, as determined by a thorough background investigation;*
- (4) Be a high school graduate or pass the General Education Development test indicating high school graduation level;*
- (5) Be found, after examination by a licensed physician and surgeon, to be free from any physical, emotional, or mental con-*

dition which might adversely affect his/her exercise of the powers of a peace officer;

- (6) *Be interviewed personally prior to employment by the department head or a representative(s), to determine the reserve officer's suitability for law enforcement service, which may include appearance, personality, maturity, temperament, background and ability to communicate. This regulation may be satisfied by an employee of the department participating as a member of the reserve officer's oral interview panel.*

Alternative Proposal  
1002

(d) (New)

*Minimum standards for employment described under 1002(a), subsections (1), (2), (3), (4), (5), and (6); shall apply also to all reserve officers appointed on or after January 1, 1979.*

TRAINING STANDARDS

1005

(j) (New)

*The following minimum standards for training shall apply to reserve officers appointed on or after January 1, 1979:*

- (1) Level I reserve Officers (as defined in Penal Code Section 832.6(a)(1))

*...to be completed after Commission action...*

- (2) Level II reserve officers (as defined in Penal Code Section 832.6(a)(2))

*...to be completed after Commission action...*

- (3) Level III reserve officers (as defined in Penal Code Section 832.6(a)(3))

*...to be completed after Commission action...*

- (4) *Specific requirements for the training courses established under subsections (1), (2), and (3) above are set forth in PAM, Section D, "Reserve Officer Training".*
- (5) *Guidelines for POST-approved Field Training Programs for Level II reserves described in subsection (2) above, are set forth in PAM, Section D, "Reserve Officer Training".*

#### CERTIFICATES

1011

- (f) (New)

*Reserve Officer Certificates are provided to qualified reserve officers in compliance with Penal Code Section 830.6(c)(3). Requirements for Reserve Officer Certificates are set forth in PAM, Section F, "Reserve Officer Certification Program".*

RECOMMENDED COURSE CONTENT FOR RESERVE TRAINING REQUIREMENTS  
TO IMPLEMENT ADVISORY COMMITTEE RECOMMENDATIONS

LIMITED FUNCTION Level III (One Part Requirement - 40 Hours)	RIDE ALONG RESERVE Level II (Two Part Requirement - 80 Hours)	ALONE WORKING Level I (Four Part Requirement - 400 Hours)
<u>MODULE A - Arrest and Firearms (40)</u>	<u>MODULE A - Arrest and Firearms (40)</u>	<u>MODULE A - Arrest and Firearms (40)</u>
<u>Arrest</u>	<u>MODULE B - Level II Course (40)</u>	<u>MODULE B - Level II Course (40)</u>
A. Introduction	A. First Aide & CPR 15	<u>MODULE C - Level I Course (120)</u>
1. Orientation 1	B. Role of Back-Up Officer 25	A. Professional Orientation 3 <sup>Hours*</sup>
2. Ethics 2	1. Orientation	B. Police Community Relat. 10
B. Discretionary Decision Making 2	2. Officer Survival	C. Law 25
C. Arrest, Search and Seizure 16	3. Weaponless Defense & Baton	D. Communications 7
D. Examination 1	4. Traffic Control	E. Vehicle Operations 5
<u>Firearms</u>	5. Crime Scene Procedures	F. Laws of Evidence 8
A. Moral Aspects, Legal Aspects and Policy 4	6. Shotgun	G. Patrol Procedures 24
B. Range 8	7. Crowd Control	H. Traffic 10
C. Safety Aspects 2	8. Booking Procedures	I. Criminal Investigation 18
D. Examination 1	9. Community Relations	J. Custody 2
	10. Radio & Telecommunication	K. Physical Fitness & Defensive Techniques 4
	11. Examination	L. Examinations 4

\*Hours and instructional topics may be adjusted with prior POST approval.

MODULE D - Structured Field Training (200)

Structured Field Training is an approved course presented by a police or sheriff's department with minimum content based upon the POST Field Training Guide. Departments are required to maintain documentation of course completion.

**Memorandum**

D.

: COMMISSIONERS

Date : July 18, 1978

From : **Commission on Peace Officer Standards and Training**Subject: **ALTERNATIVE STANDARD - LEVEL I RESERVE OFFICER TRAINING**

Jack Pearson, President, PORAC, has requested that the Commission consider an alternative calling for a proficiency test. See attached letter.

As staff understands this testing proposal, it would call for Level I reserves to pass a test before they are deemed to have satisfied the training requirement. Although the attached letter does not clearly state this, under PORAC's proposed alternative the test would be designed to cover the curriculum requirements of the Basic Course.

If the Commission approved a requirement of a 200-hour course and 200 hours of field training for example, the reserve, after completing the training would become eligible to take the proficiency test. The test would be either the Basic Course Equivalency Examination or something similar.

**ANALYSIS**

Since passage of the proposed test would establish satisfaction of the minimum requirements of the Basic Course, Level I reserve officers would be eligible for employment as regular officers without further basic training being required. Viewed in one way, this could simply apply the Basic Course Equivalency process currently in use. The reserve officer would have to complete the process before exercising the authority of a Level I reserve.

Viewed in another way, this could be seen as establishing a testing basis for licensing. The test would establish equivalency for purposes of assignment as a regular. But, for purposes of assignment as a Level I reserve, the test would be a mandatory standard.

Should this alternative be implemented, a number of decisions would ultimately have to be made regarding:

1. Content of the test including extent to which validation would be assured.
2. Pass/fail criteria.

3. How to administer the test.

4. Whether to charge a fee of applicants taking the test.

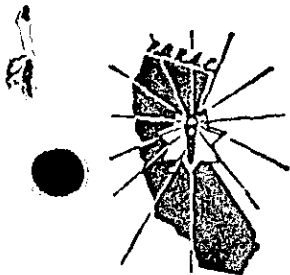
If the test used was the BCEE, which POST staff is currently revising, costs would be minimal. If the test was new, professionally developed and validated, costs would be substantial.

Penal Code Section 832.6 does allow proficiency testing for reserves and allows POST to charge a fee to recover costs.



WILLIAM R. GARLINGTON  
Executive Director

Attachment



## Peace Officers Research Association of California

THE OBJECTIVE OF THIS ASSOCIATION IS TO UNITE ALL PERSONS WITHIN ITS JURISDICTION FOR THEIR ECONOMIC, PROFESSIONAL AND SOCIAL ADVANCEMENT. IT SHALL BE THE AIM OF THIS ASSOCIATION TO COLLECT, STUDY, STANDARDIZE, SUMMARIZE AND DISTRIBUTE FACTUAL DATA IN ORDER TO PROMOTE THE PROFESSIONAL QUALIFICATIONS AND STANDING OF PEACE OFFICERS, TO STIMULATE MUTUAL COOPERATION BETWEEN LAW ENFORCEMENT AGENCIES, TO SECURE FOR ALL PEACE OFFICERS ADEQUATE COMPENSATION FOR THEIR PROFESSIONAL DUTIES AND TO IMPROVE CONDITIONS OF EMPLOYMENT.

July 11, 1978

### STATE OFFICE

SENATOR HOTEL  
12th & "L" STREETS  
SACRAMENTO, CALIFORNIA 95814  
(916) 441-0660

William R. Garlington, Executive Director  
Commission On Peace Officer Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA. 95823

Dear Bill:

We can understand your position regarding staff recommendations on reserve standards. We still tend to think that the role of staff should include evaluation and the proposal of solutions, but if you can't feel free to do that we understand.

You mention that you will provide the commission with the arguments pro and con and the "reasonable" alternatives. That sounds like the evaluation of issues that was presented to the Advisory Committee. I understand that that evaluation is not for general release and will not be given to the committee.

Bill, we would greatly appreciate receiving a copy of the arguments and alternatives which you plan to submit to the commission. And, since we consider it at least a reasonable alternative, we'd like to request that you include an alternative calling for passage of a proficiency test. We strongly believe that if some standard less than the basic course is approved for level I's, that it should not be implemented without a proficiency test requirement.

Thank you for your consideration.

Sincerely,

*Jack*  
Jack

82. JUL 11 6 53 PM

COMMISSION ON PEACE OFFICERS



E.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>AID TO LOCAL GOVERNMENT REIMBURSEMENT PROPOSAL</b>		Meeting Date <b>July 27 and 28, 1978</b>
Division <b>Administration</b>	Division Director Approval <b>B. W. Koch</b> <i>Bud Koch</i>	Responsible <b>B. W. Richardson</b> <i>B. W. Richardson</i>
Executive Director Approval <b>W. R. Garlington</b>	Date of Approval <i>W. R. Garlington</i>	Date of Report <b>July 14, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

ISSUES

There have been numerous requests from sheriffs, chiefs of police and city managers to increase reimbursement to 100%.

Attached is a document outlining a reimbursement proposal for FY 1978/79, providing comparisons of 60% and 100% salary reimbursement on POST mandated courses, and placing a limit on the total amount to be reimbursed for each category of POST certified training.

By establishing the maximum amount to be reimbursed for each category of POST certified training, the open-ended nature of POST reimbursement for training would be terminated. Bookkeeping procedures would be established which would enable the Commission to allocate and control the dollar amounts available for reimbursement.

The Administration Division of POST would monitor expenditures and provide the Operations Division with timely information on training expenditures by category so that expenditures could be controlled and POST reimbursement for each training category kept within the budgeted amounts approved by the Commission.

BACKGROUND

The recent passage of Proposition 13 placed severe budget restrictions on City and County Governments by reducing the amount of revenue they could derive from property taxes. The budget restrictions have been relieved, at least partially, by the State's allocation of a large portion of its surplus to augment local government revenue. Nevertheless, it is anticipated that law enforcement training may be limited. The attached Aid to Local Government proposal was developed in an effort to assist local law enforcement in meeting POST mandated training requirements by providing 100% reimbursement. However, in order to provide 100% reimbursement for POST mandated training, and insure continuation of a balanced training program, it will be necessary to limit the number of trainees and to place dollar limits on the amount that can be reimbursed for each category of POST certified training.

Following are some major issues which should be resolved before adopting a new reimbursement proposal.

- o With State aid to cities and counties available contingent upon maintenance of local law enforcement at the FY 1977-78 level, are we likely to see the major reduction in training originally envisioned? (The field is currently being surveyed to determine what the level of training is likely to be during FY 1978-79).
- o Should we increase reimbursement for the Basic Course when many of the personnel who complete basic training during FY 1977-78 may be subject to layoffs when State aid is lowered or eliminated and the full effects of reduced property taxes are felt?
- o Should we adjust the salary reimbursement rate before we have sufficient experience to determine what the trend for reimbursement is likely to be during FY 1978-79.
- o If the attached reimbursement proposal is accepted by the Commission, should the limit on expenditures be placed on the total amount of money to be spent by training category, or should the limit be placed on the amount of money available to each agency by training category.

#### ANALYSIS

Although the total number of claims received to date for training in FY 1978-79 appear to be on the decline, there is good reason to believe that the volume of claims received for the Basic Course will be heavier during the first three months of FY 1978-79 than it was for the same period of FY 1977-78.

There are, for example, 539 potential claims (maximum) on the Basic Course which could be filed as of the end of July 1978.\* These claims would be chargeable against FY 1978-79.

If only 54% of the maximum potential claims are received, a total of at least 286 claims for the Basic Course become due in July 1978 alone. This raises a serious question as to whether or not Basic Course claims will drop off at all in FY 1978-79.

It would appear that, rather than having layoffs as originally envisioned by staff for FY 1978-79, the layoffs have been delayed for at least one and possibly two years, depending upon the amount of State aid made available to local government.

No clear indication exists at this time as to whether or not the hiring and subsequent training of basic trainees will decline dramatically during FY 1978-79, or will decline slowly over the next year or two as more and more administrators realize that State assistance to local government may be reduced or eliminated in the next two or three years.

\* By actual experience, only about 53% of the maximum potential claims were received last year.

If layoffs are inevitable, the question arises as to whether or not we should increase salary reimbursement for the Basic Course when those trained during FY 1978-79 face layoffs in the very near future.

As an alternative, the Commission may wish to wait until its January 1979 meeting before taking any action to increase the reimbursement rate. This will give staff sufficient time to study the results of an ongoing survey of the field concerning training during FY 1978-79 and compare it against actual reimbursement experience. Then, if there are sufficient monies available, the Commission can retroactively increase the rate.

In the event the above issues are resolved and a 100% reimbursement proposal is adopted, a decision must be made on how and where control will be maintained of reimbursement expenditures.

#### MAINTENANCE OF FISCAL CONTROL

In order to establish fiscal control so that reimbursement does not exceed that amount approved by the Commission and POST's budget, it will be necessary to monitor the fiscal impact of all course presentations.

Present procedure for course approval would be modified so that individual presentations would not be approved over 60 days in advance of a course's starting date. Copies of all course announcements would be filed with the Administration Division immediately on approval where preliminary estimates of cost per course presentation would be made (using past experience on the average cost per trainee). This amount would be multiplied by the maximum number of POST reimburseable trainees authorized to attend a course.

Projections could then be made concerning the estimated maximum potential cost to POST for reimbursement by month. Then, using a figure based upon analysis of past experience, probable attendance can be estimated for each course category. Two estimates would be derived for each month:

- (1) Maximum potential cost to POST per course and,
- (2) Estimated actual cost to POST per course

Rosters would be revised so that presenters would be required to indicate those attendees eligible for POST reimbursement.

A declining balance system would be instituted and, as the estimated actual cost to POST was determined, the amount would be subtracted from the amount available for reimbursement during the concerned fiscal year. This would enable the Administration Division to estimate reimbursement costs at least four to six months before actual costs are known. When the declining balance reached a pre-designated level, the Operations Division would be advised so that area consultants could be instructed to approve mandated courses only for the remainder of the fiscal year.

To ensure that the percentage derived from analysis of past attendance remains accurate, continuous monitoring of actual claims received by course would also be initiated. Correlary studies would be made quarterly.

The staff suggestion would be:

1. Assure reimbursement for basic training at the level set by the Commission even if it requires adjustment of other course limits.
2. Within the dollar amounts listed, provide mandated training, limiting reimbursement for the advanced officer and job specific courses, or any combination thereof, to a maximum of 40 hours for one quarter of the officers in any department.

Commission on Peace Officer Standards and Training

AID TO LOCAL GOVERNMENT REIMBURSEMENT PROPOSAL

- A. Reimbursement Allocation 1978/79
- B. Alternative Reimbursement Consideration
- C. Other Contracts

# ATTACHMENT A

## Commission on Peace Officer Standards and Training REIMBURSEMENT ALLOCATION 1978-79

	60%		100%		1977/78 FISCAL YEAR**	
	Trainees	Cost Per Trainee	Trainees	Cost Per Trainee	Trainees	Reimbursement
<u>MANDATED COURSES</u>						
Basic	1,624	\$1,879	1,000	\$3,052	2,543	\$ 4,778,462
AO/Job Specific	16,581	272	11,000**	410	A/O 10,546 \$1,883,136	3,175,033
Supervisory	475	677	350	919	J/S 2,685 \$1,291,897	
Management	318	970	250	1,236	606	410,021
					315	305,592
					Total	\$ 8,669,115
<u>LEGISLATIVELY MANDATED</u>						
Jail Operations	298	218	180	360	565	\$ 121,024
Traffic Accident Investigation	243	280	148	460	315	86,116
					Total	\$ 207,140

### CONTRACTS

CSTI \$356,447  
DOJ 502,376  
PSI 120,000  
Other (see Attachment B) 281,354

Total \$ 1,260,177

Total \$ 615,309

### CONTRACT COURSE REIMBURSEMENT COSTS

CSTI \$420,258  
DOJ 374,561  
Management Course 206,082  
Other 53,000

1,204 \$ 246,586  
355 38,230  
--Included in Management above --  
57 27,815  
Total \$ 312,631

Total \$ 1,053,901

Total \$ 96,046

### FIELD MANAGEMENT TRAINING

465

Total \$ 93,300

Total \$ 96,046

### TECHNICAL COURSE ALLOCATION (Skills & Knowledge

5,183  
24,839

Total \$ 728,364

Total \$ 1,325,359

Less Audits

TOTAL \$11,152,392

TOTAL \$11,166,246

Note: All estimates are based on 1977-78 expenditures.

\* Reimbursement for salary does not cover overtime pay.

\*\* One fourth of departmental personnel per year. Forty hours maximum.

\*\*\* Does not include late claims payable for 1977-78.

## Attachment B

### ALTERNATIVE REIMBURSEMENT CONSIDERATION BASIC COURSE FIXED SALARY AMOUNT ALTERNATIVES

Rather than pay salary which may vary from agency to agency, the Commission could consider paying a flat rate for salary for Basic trainees. The salary maximum could be between \$750-\$850. The establishment of a fixed salary amount for reimbursement for a Basic Course may provide the stimulus for the reduction of high cost police salaries while the trainee is in the Basic Course.

#### BASIC COURSE REIMBURSEMENT (400 hrs.@100%)

Trainee Monthly Salary	Hourly Salary	Hourly Per diem/ Travel	Hourly Per Trainee x 400 hrs.	X 1000 Trainees
Current avg. salary (\$1150)	\$6.68	\$ .95	\$7.63	\$3,052
				\$3,052,000
\$850 per mo. salary	4.90	.95	5.85	2,340
				2,340,000
\$800 per mo. salary	4.62	.95	5.57	2,228
				2,228,000
\$750 per mo. salary	4.33	.95	5.28	2,112
				2,112,000

## OTHER CONTRACTS\*

State Controller	\$ 45,000
Executive Development Course	33,900
Date Processing Study	41,000
CEI Processing	6,600
Legislative Update Seminars	32,000
Management Courses	102,918
Miscellaneous Contract Training Courses	11,336
Miscellaneous POST Training Research Studies	<u>8,600</u>
TOTAL.....	\$281,354

Estimates are based on contract experience 1977/78



# Memorandum

TO : COMMISSIONERS

Date : July 18, 1978

William R. Garlington, Executive Director

From : Commission on Peace Officer Standards and Training

Subject: SPECIAL TRAINING NEEDS QUESTIONNAIRE RETURNS

Preliminary information of returns from a special survey now being conducted on revised training needs for 1978-79 is attached for your review. More complete data will be furnished in a handout at the meeting.

Attachment

Training Needs Questionnaire Tabulation

To date 25 of the 58 Sheriffs' Departments queried have responded to the questionnaire. This is a 43.1 % return.

To date 203 of the 357 Police Departments queried have responded to the questionnaire. This is a 56.8 % return.

Number of Personnel To Be Trained

	<u>Sheriff</u>	<u>Police</u>	<u>Total</u>	
Basic	317	734	1,415	
Advanced Officer	703	2,744	4,996	
Supervisory	82	402	724	
Management	<u>73</u>	<u>279</u>	<u>444</u>	
Total	1,175	4,159	7,579	

<u>Job Specific</u>	<u>Sheriff</u>	<u>Police</u>	<u>Total</u>	<u>Priority</u>
Arson and Explosive Investigation	9	47	56	5.6
Background Investigations of Law Enforcement Applicants	20	101	121	2.9
Burglary Investigation	24	229	253	3.8
Check/Forgery and Questioned Document Investigations	12	79	91	6.1
Complaint Dispatching	53	189	242	4.3
Consumer Fraud Investigation	1	23	24	7.8
Crime Prevention	12	746	758	4.4
Delinquency Control	10	111	121	4.5
Field Training Officer	84	356	440	3.5
Firearms Instruction	13	158	171	5.2
General Criminal Investigations	76	283	359	3.1
Homicide Investigations	37	137	174	3.1
Intelligence (Includes collecting and analyzing intelligence data)	10	70	80	5.1

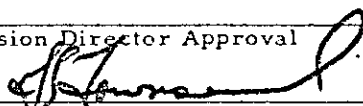
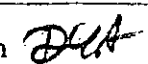
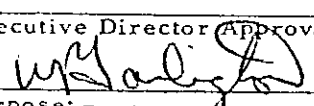
<u>Job Specific - cont.</u>	<u>Sheriff</u>	<u>Police</u>	<u>Total</u>	<u>Priority</u>
Internal Affairs	13	102	115	5.5
Major Fraud Investigation	1	32	33	4.5
Narcotics Investigation	62	191	253	4.8
Photo/I.D. Lab	13	47	60	5.5
Property and Evidence Control	7	128	135	5.2
Research and Development	5	59	64	6.7
Robbery Investigation	10	106	116	4.2
Sex Assault Investigation	16	148	164	5.7
Theft Investigation	4	66	70	4.4
Vice Investigation	4	54	58	6.0
White Collar Crime	2	31	33	6.8
<u>Skills and Knowledge</u>				
Advanced Latent Fingerprint School	11	84	95	4.5
Analysis of Urban Terrorist Activity	5	31	36	3.4
Basic Latent Fingerprint School	14	110	124	5.1
Breathalyzer Training	15	316	331	5.2
Community Relations	14	677	691	4.8
Criminal Justice Information Systems	14	72	86	6.6
Crisis Intervention	39	401	440	5.2
Dealing with Mentally Ill Persons	7	98	105	6.5
Defensive Driving	251	678	929	4.2
Defensive Tactics	102	391	493	4.6

<u>Skills and Knowledge - cont.</u>	<u>Sheriff</u>	<u>Police</u>	<u>Total</u>	<u>Priority</u>
Field Evidence Collection Techniques	63	352	415	4.4
Firearms and Toolmark Identification	4	64	68	6.2
Hostage Negotiation Techniques	19	187	206	5.9
Instructor Development	11	23	39	6.2
Interpersonal Communications	2	90	92	5.9
Knowledge of Specialized Surveillance Equipment	14	51	65	6.6
Law of Arrest, Search and Seizure	118	310	428	3.6
Officer Survival Techniques	228	1,409	1,637	3.0
Organized Crime Informant Development and Maintenance	9	32	41	6.2
Personal Stress Reduction	10	162	172	5.0
Pursuit Driving	117	335	452	4.2
Report Writing	84	1,105	1,189	3.8
Riot Control	6	68	74	7.3
Spanish for Peace Officers	3	77	80	6.3
S.W.A.T. Training	61	223	284	5.6
*Jail Operations	15	0	15	
*School Resource	0	1	1	5.0

\*Not included in questionnaire

## Commission on Peace Officer Standards and Training

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Driver Training Allocation</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Operations</b>	Division Director Approval 	Researched By <b>D. Y. Allan</b> 
Executive Director Approval 	Date of Approval <b>7-18-78</b>	Date of Report <b>July 18, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

BACKGROUND:

The FY 77-78 Driver Training Allocation was 1000 trainees, 500 of which were authorized in July 1977 and the remaining 500 in April 1978. The 1978 Training Needs Assessment indicates a need to train 3697 officers in defensive driving within Priority I. 3152 officers are proposed under Priority II for training in pursuit driving. It is assumed that proposed pursuit driving trainees are duplicated in the defensive driving category.

ANALYSIS:

Two tuition based driver training programs presently exist, the Academy of Defensive Driving in Orange County and the California Highway Patrol Academy in Sacramento. An attempt has been made to provide allocations not to exceed \$250,000.

The fiscal impact computations are based on actual reimbursement cost averages for the respective training institutions for the period of July 1, 1977 to March 31, 1978 together with estimated adjustments based on the increase in per diem and mileage rates effective January 1, 1978.

RECOMMENDATIONS:

It is recommended that tuition based driver training allocations be provided as follows:

Academy of Defensive Driving	
532 trainees @ \$286 average	= \$152,152
California Highway Patrol Academy	
432 trainees @ \$226 average	= <u>97,632</u>
	\$249,784

It is further recommended that departments wishing to participate in reimbursable tuition based driver training programs be required to collect and analyze police vehicle accident data, maintain current data, and establish accident review procedures designed to evaluate and reduce their accident problem.

**Memorandum**

To : COMMISSIONERS

Date : July 18, 1978

William R. Garlington

Executive Director

From : Commission on Peace Officer Standards and Training

Subject: UPDATE OF THE EFFECTS OF PROPOSITION 13 ON COMMUNITY COLLEGE TRAINING

The following information concerning the effects of Proposition 13 on POST training was obtained from the California Community Colleges Chancellor's Office.

Under urgency legislation (Chapters 292 and 332), designed to bail out local government and education, all community colleges will receive for the 1978-79 Fiscal Year 83% of their "targeted budget" which is defined as the 1977-78 FY income plus 6.8%. This amounts to a 17% reduction in income for each community college.

This year's funding will be lump-sum regardless of the amount of ADA generated. Community colleges, however, must report ADA in the usual manner. The effect will be that regardless of how much training/education is conducted, community colleges will receive the above specified funding. The key point for POST is that we have been reliably informed next year's funding level (1979-80 FY) will in all probability be based upon this year's volume of training/education.

It is likely community colleges will generally attempt to maintain most programs and particularly the most cost-effective ones. The sketchy information we have, to date, indicates the effects on our police training programs are mixed. For some, it is business as usual, and for others there is reduced financial support. In some cases, clerical/coordination/facility support is being reduced while others have frozen or reduced salaries of part-time instructors. It is likely Proposition 13 will intensify competition between college programs. More information will become available in September when most training will be operational.

It is increasingly apparent that maintenance of POST training presented by community colleges will require strong law enforcement support at the local level. Even more forceful support will be required to establish new training programs such as for reserve officers. Proposed courses will often have to compete against existing courses and programs. Local arguments will have to be advanced indicating these courses represent "compelling community needs".

Commission on Peace Officer Standards and Training

ADVISORY COMMITTEE MEETING

MINUTES

June 22-23, 1978

Sacramento

The meeting was called to order at 10:04 a.m., Thursday, June 22, 1978, by Chairman George Tielsch. A quorum was present.

PRESENT

GEORGE P. TIELSCH	CPCA	Chief of Police, Santa Monica Police Department
WAYNE CALDWELL	Specialized Law Enforcement	California State Employees' Association
JAMES GRANT	Sheriffs' Assoc.	Sheriff, Yuba County
WILLIAM KINNEY	Public	Retired Chief of Police
EDWIN MEESE III	Public	Attorney at Law
DALE RICKFORD	CAPTO	Captain, Antioch Police Department
JOHN RIORDAN	PORAC	Sergeant, San Rafael Police Department
JAY RODRIGUEZ	Public	Manager, Community Relations, KNBC-4, Los Angeles
J. WINSTON SILVA	Community Colleges	Supervisor, Criminal Justice Education and Training, California Community Colleges
LARRY WATKINS	CHP	Commander, Training Division, California Highway Patrol

ABSENT

ROBERTA DORAN	WPOA	Lieutenant, University of California at Los Angeles
ALEX PANTALEONI	CAAJE	Rio Hondo College
ROBERT WASSERMAN	CPOA	Chief of Police, Fremont Police Department

STAFF PRESENT

WILLIAM GARLINGTON

Executive Director

BRADLEY KOCH

Director, Standards and  
Training Division

OTTO SALBENBERGER

Director, Administration  
Division

GERALD E. TOWNSEND

Director, Executive Office

GLEN E. FINE

Bureau Chief and Executive  
Secretary to the POST Advisory  
Committee

SHERRY BOONE

Secretary, Administration  
Division

GEORGIA PINOLA

Secretary to the POST Advisory  
CommitteeVISITORS

LT. DALE HOAGLAND

Turlock Police Department

JACK BEECHAM

Undersheriff, Yuba County

LARRY McCRACKEN

President, Folsom Reserves

CLIFFORD SMITH

Chief of Police, Folsom

APPROVAL OF MINUTES OF MARCH 9-10, 1978 MEETING

MOTION by Wayne Caldwell, second by Jay Rodriguez, that  
the minutes be approved as written. MOTION CARRIED  
UNANIMOUSLY.

INFORMATION REPORTSPOST Reorganization

Mr. Garlington briefed the members on the POST reorganization which will take effect July 1, 1978. Under the approved budget for FY 1978/79, POST will reorganize into two divisions. Changes that will occur under the new reorganization include:

- The two new divisions, Operations and Administration, will be headed by Gerald Townsend and Brad Koch respectively.



- Mr. Edward Toothman, presently Director of the Management Services Division, will retire effective June 30, 1978.
- Otto Saltenberger, presently Director of the Administration Division, will be given a technical demotion and will assume the position of Executive Assistant in the Executive Office.
- Glen Fine, Executive Secretary to the Advisory Committee, and Georgia Pinola, Recording Secretary to the Advisory Committee, will be replaced by Otto Saltenberger and his secretary.

Pursuant to the above change, the following action was taken:

MOTION by Win Silva, second by Wayne Caldwell, that the Advisory Committee send letters of commendation to Glen Fine and Georgia Pinola for the excellent work they have done on the Committee. MOTION CARRIED UNANIMOUSLY.

Mr. Garlington also presented an overview of POST's goals and objectives for the coming fiscal year. Proposition 13 has been, and will be, taken into consideration in the accomplishment of the goals; however, Mr. Garlington foresees no drop in the work load of POST.

#### Joint Commission Meeting

Mr. Garlington reviewed the agenda for the July 27-28, 1978, Joint Commission meeting which will be held in San Diego. The agenda includes:

- Public Hearing on Reserve Standards.
- Public Hearing to Re-establish "citizenship" as a POST Standard for Employment.
- California State University, Sacramento Appeal due to denial of certification of "Employee Relations in Law Enforcement" course.
- Resolutions of Appreciation for Commissioner McIntyre, Edward Toothman, and Senator Dennis Carpenter.

#### POST Registry

Mr. Garlington reported that POST will be offering a new service to the field. This new service will be a registry--developed and maintained by POST--for officers who will lose their jobs due to passage of Proposition 13. POST will, upon request from an agency having a vacancy, refer officers who are interested in the position.

#### Aid to Local Government

Brad Koch provided the Committee with background material and an overview of the proposed reimbursement allocations for FY 1978/79 and alternative reimbursement considerations. The alternative considerations were discussed at length with the following action being taken:

Mandated Courses - The Commission may consider paying a flat rate for salaries of basic trainees.

The CONSENSUS of the Committee is to support 100% reimbursement for a fixed salary amount for trainees attending the Basic Course. The Committee believed that the fixed salary amount should be decided upon by the Commission.

By supporting the above recommendation, the Committee believes that a new entry-level trainee salary range may be created, thus making the salary of a trained officer incentive for the trainee.

Reimbursement Controls - The Commission may consider eliminating open-ended reimbursement and establish "caps" on expenditures for all categories.

High-Cost Courses - Certain high-cost courses--driver training, Bahn Fair, contract courses--may be considered for elimination by the Commission.

The CONSENSUS of the Committee on both of these issues was to adopt a "wait and see" attitude until the effects of Proposition 13 are known. It was believed that the natural inclination of cities and counties will be to not send people, or not as many people, for training, and, this in itself, would impose a cap on reimbursement.

Mr. Townsend suggested establishing prerequisites for departments who want reimbursement for attendance at driver training courses. Request the departments develop and maintain accident review policies and procedures and reporting procedures of what caused the accidents, rate per 100, etc.

The CONSENSUS of the Committee was in favor of the suggestion. Mr. Garlington stated staff will establish a proposal of what the requirements will be for review by the Committee.

Jay Rodriguez suggested that, in light of Proposition 13, another training needs assessment survey be taken at the end of August. The survey, he believes, may show a different trend in the type of training needed plus a need to re-allocate training funds.

#### ADVANCED OFFICER TRAINING

The Commission requested the Committee to review the Advanced Officer training requirements and to submit recommendations for the July Commission meeting.

Mr. Koch briefed the Committee on the problems presented by the Advanced Officer Course that needed to be resolved, i.e., what material should be taught, quality control, reimbursement caps, alternative means of satisfying the Course, who should attend, etc. Mr. Koch stated that the original intent of the course had changed over the years, bringing about the need for new policy and direction.

The following was considered and discussed at length by the Committee with the following action being taken:

### I. Course Objective

MOTION by William Kinney, second by Wayne Caldwell, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-2 read as follows:

2-2. Advanced Officer Course Objectives: The Advanced Officer Course is designed to provide updating and refresher training *and an opportunity to address new problems confronting for law enforcement officers.* Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs ~~and yet remain consistent with the updating-refresher concept.~~

MOTION CARRIED UNANIMOUSLY.

### II. Course Content

MOTION by Ed Meese, second by John Riordan, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-3 read as follows:

2-3. Advanced Officer Course Content:

~~Required-General-Updating-Refresher-Subject-Matter:--The content shall devote no less than 10 hours to any combination of the following subjects:~~ *The Commission recommends the following topics be considered as a part of the Advanced Officer Course:*

New Laws

Recent Court Decisions and/or Search and Seizure Refresher  
Officer Survival Techniques

New Concepts, Procedures, Technology

Discretionary Decision Making (Practical Field Problems)

~~Elective-Subject-Matter:~~ The course may contain such other currently needed subject matter which fall within the topical areas of the Basic Course Commission Procedure D-1. It is suggested elective subjects focus on current and local problems or needs of a general, rather than specific, nature.

MOTION CARRIED UNANIMOUSLY.

The CONSENSUS of the Committee was Section 2-4 would remain as written.

MOTION by Ed Meese, second by John Riordan, that the Advisory Committee recommend to the Commission that POST Administrative Manual Procedure D-2, Section 2-5 read as follows:

2-5. Minimum Hours: The Advanced Officer Course shall consist of ~~a minimum of 20 hours~~ segments which will be presented in not less than 4 hours of instruction.

MOTION CARRIED UNANIMOUSLY.

### III. Regulation Section 1005(d)

MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend to the Commission Regulation 1005(d)(1) and (2) read as follows:

#### 1005(d) Advanced Officer Course (Required)

- (1) ~~After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001(i)~~ shall satisfactorily complete the certified Advanced Officer Course of 20 40 or more hours at least once every four years after completion of the Basic Course.
- (2) The above requirement may be met by satisfactory completion of any reimbursable course of 20 40 or more hours.

MOTION CARRIED UNANIMOUSLY.

### IV. Reimbursement

Ed Meese suggested that a new Section 2-6 be added to Procedure D-2 to cover reimbursement which resulted in the following:

MOTION by Ed Meese, second by Win Silva, that the Advisory Committee recommend to the Commission a new Section 2-6 be added to POST Administrative Manual Procedure D-2 which shall read as follows:

*2-6. Reimbursement for the Advanced Officer Course shall be provided upon completion of the entire course.*

MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Win Silva, that the Advisory Committee recommend to the Commission an officer is eligible for reimbursement of 40 hours maximum within a four-year period for the Advanced Officer concept. MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Ed Meese, that the Advisory Committee recommend to the Commission the 12-week time frame for completion of the Advanced Officer Course remain the same. MOTION CARRIED UNANIMOUSLY.

## V. Attendance

MOTION by Win Silva, second by John Riordan, that the Advisory Committee recommend to the Commission all personnel be required to take the Advanced Officer Course at least once every four years. MOTION CARRIED. (Opposed: Jim Grant)

Jim Grant was in opposition of the motion because he believes there will be problems in requiring elected sheriffs to attend mandatory courses.

## RESERVE STANDARDS

The Committee received a request from an individual to address the reserve issue. Mr. Fine introduced Chief Clifford Smith, Folsom Police Department, and Folsom Police Department Reserve Officer Larry McCracken.

Officer McCracken, President of the Folsom Police Department's Reserves, addressed the Committee on the Level I training requirement. Officer McCracken, a reserve himself for 2½ years, expressed his belief that the Level I reserve, working alone in a unit, needs to be a fully trained reserve not a 200-hour course with 200 hours of field training.

Chairman Tielsch distributed a letter received from Jack Pearson, President of PORAC. He asked the Committee to review Mr. Pearson's request for the Committee to reconsider its recommendations on Level I reserves.

Meeting adjourned at 3:36 p.m.

June 23, 1978

The meeting was reconvened at 9:01 a.m., Friday, June 23, 1978, by Chairman George P. Tielsch. A quorum was present.

## PRESENT

GEORGE P. TIELSCH	CPCA
WAYNE CALDWELL	Specialized Law Enforcement
JAMES GRANT	Sheriffs' Association
WILLIAM KINNEY	Public
EDWIN MEESE III	Public
DALE RICKFORD	CAPTO
JOHN RIORDAN	PORAC

JAY RODRIGUEZ

Public

J. WINSTON SILVA

Community Colleges

ROBERT WASSERMAN

CPOA

LARRY WATKINS

CHP

ABSENT

ROBERTA DORAN

WPOA

ALEX PANTALEONI

CAAJE

VISITOR

LARRY STRAMM

Chief Deputy, Sacramento County  
Sheriff's DepartmentREVIEW RESERVE STANDARDS RECOMMENDATIONS

Glen Fine briefed the Committee on the Bulletins which were sent to city and county administrators, and chiefs and sheriffs. The Bulletin sent to the chiefs and sheriffs included a questionnaire on the proposed reserve standards. The results of the questionnaires were compiled totally with a separate compilation of departments in remote areas and distributed to the members.

Mr. Fine reported that in both summaries the responses favored:

- Background Investigation Requirements - The POST requirements for regular officers.
- Medical Examination Requirements - The POST requirements for regular officers.
- Training Requirement for Level I Reserves - 200-hour reserve course plus 200 hours field training (Advisory Committee Recommendation).

The members were also provided "Comments of Administrators", taken from the surveys, which showed the perspective of administrators on alone working reserves.

Chief Deputy Larry Stramm, Sacramento County Sheriff's Department, asked to address the Committee. He stated that the 200-hour course with 200 hours on-the-job training will be the recommendation for training of Level I reserves from the State Sheriffs' Association. He further stated that Sheriff Lowe will provide his Level I reserve deputies with the same basic training provided regular deputies--a 584-hour course. During questioning, he stated the Sacramento Sheriff's Department would have no objections to a 200-hour field training requirement on top of the 584-hour course.

The Committee members were provided a staff analysis of the recommendations for reserve standards by Glen Fine.

On the issue of Level I reserve officer training, Mr. Fine emphasized the concept described in the written analysis that would provide for splitting the Level I training into two requirements. The major purpose would be to specifically identify a "Limited-Law Enforcement" reserve officer who could work alone but not perform at the same level as a regular officer. It was explained that a "Limited-Law Enforcement" assignment seems to reflect a widespread use of reserve officers working alone. Administrators who give reserve officers such assignments are confused as to whether these reserves are, in AB 641, Level I's or Level III's. The "Comments of Administrators" was reviewed to emphasize the "Limited-Law Enforcement" perspective of administrators.

Mr. Fine stated that there could be a legal problem if the Commission divided the Level I category into two groups. Ed Meese stated that as long as the Commission was simply establishing two different training requirements within that category there should be no legal problem.

Bob Wasserman asked whether, since Level III reserve officers might be able to exercise greater authority than Level II reserve officers, the proposed training for Level III's should be increased to 80 hours.

John Riordan made a motion for the Committee to change its recommendation on Level I reserve training to the Basic Course; however, the motion died for lack of a second.

The Committee, after having the evening to consider Jack Pearson's letter (distributed the day before) on Level I training, was in agreement not to reopen its recommendations on Level I training.

MOTION by William Kinney, second by Larry Watkins, that the Advisory Committee not consider changing its recommendations on the Level I Reserve Training. MOTION CARRIED. (Opposed: John Riordan)

The CONSENSUS of the Committee was also to not consider splitting the Level I Reserve training requirement.

Mr. Fine reviewed other issues with the resolutions of such as follows:

- I. Level I definition - The suggestion was to delete "investigation of crimes" from the definition of the Level I Reserve.

The CONSENSUS of the Committee was to not change the definition.

- II. Impact of 200-hour Field Training Program for Level I Reserves - The problem related to smaller departments being unable to meet the FTO requirements and, thus, being unable to develop Level I reserves.

Mr. Garlington suggested this issue be subject to a trial run and then brought back before the Committee at a definite period of time, i.e., 1980, to be reviewed completely again. The Committee could make any necessary changes at that time.

The CONSENSUS of the Committee was in favor of the suggestion.

III. Certificates for Grandfathered Reserves - The problem related to who shall be awarded the certificates and by what determination.

Mr. Fine outlined two approaches to the problem: (1) give the certificates to all grandfathered reserves or (2) administer the BCEE--if they pass the BCEE, they are awarded the certificate; if not, they must meet all new requirements to receive the certificate.

The CONSENSUS of the Committee was in favor of approach #2 with the added stipulation that the BCEE could only be taken once by a grandfathered reserve wishing to obtain the certificate.

IV. Field Training Program definition - The problem related to constraint of specified curriculum for Level II reserves.

Mr. Fine submitted a substitute definition which he believed would provide administrators with more flexibility in the required curriculum.

MOTION by Larry Watkins, second by Wayne Caldwell, to change the Advisory Committee's previous field training program definition to:

"An Approved Field Training Program (Type II Reserve) is a formalized on-the-job training program with instruction presented by experienced officers who are deemed qualified by the chief administrator. The program should be consistent with guidelines developed by POST for such programs." MOTION CARRIED UNANIMOUSLY.

Training Curriculum

The Committee at its last meeting indicated that POST should certify the presentations of reserve training. The Committee was provided with an outline of "recommended course content for reserve training" that could be approved to implement the training recommendations of the Committee.

John Riordan stated that the curriculum for the Level II reserve should be geared for the reserve not to a module taken from the regular Basic Course.

The CONSENSUS of the Committee was that the Level II training, when presented, should be oriented to the role of a backup officer.

Delivery of Training to Remote Areas

Mr. Fine reported that staff plans to meet with the Directors of Basic Academy programs who are presently serving the remote areas; they may have answers to the delivery problem.



## STATUS REPORT - SELECTION STANDARDS VALIDATION PROJECT

Mr. Fine reported that LEAA has awarded the \$500,000 grant to POST. However, the State will not allow staff to spend the money until POST's budget has been augmented with the grant. This is expected to be done by the end of June. At that time, POST will begin hiring for the project unless constrained by the State hiring freeze.

### Job Analysis

Mr. Fine introduced Dr. John Kohls and Dr. John Berner, Research Specialists for the Validation Project.

Dr. Kohls presented the Committee with an overview of the job analysis, presently in its final stages, which included the job analysis design, the development of the tasks, and an indepth review of the surveys that were sent to the departments participating in the analysis.

### LEGISLATIVE REPORT

Mr. Fine addressed the Committee on legislation of interest to POST. One bill of particular interest was ACR 144. ACR 144 would create an ad hoc legislative committee to study peace officer classes, their powers, duties, training, etc. One question concerning the bill is the degree and kind of support, if any, POST should provide the committee. The general feeling of the Committee members was that POST should coordinate with the legislative committee conducting the study.

### REPORT FROM MEMBERS

Specialized Law Enforcement: Wayne Caldwell reported that his main interest is still primarily with legislation. He is also working closely with CSEA to keep abreast of Proposition 13 implementation.

Public: Jay Rodriguez, Chairman of the Media Committee for the Governor's Crime Reduction Force, reported that the Committee approved the advertising campaign, and they are moving ahead with the target date of September 20 for the kick-off of the campaign.

Public: Ed Meese reported he is currently working on a project for the University of San Diego to evaluate Proposition 13's effect on the various agencies in the Criminal Justice System. He also reported that the court judges are contemplating imposing higher fines to supplement their budgets.

Sheriffs' Association: Jim Grant reported that due to the fact that this is an election year the Sheriffs' Association is limiting its activities to closely watching the effects of Proposition 13.

CAPTO: Dale Rickford reported that CAPTO, Northern and Southern Regions, just held an election for new officers. Captain Rickford is also watching Proposition 13 closely in relation to CAPTO's conferences since his budget has been cut to nothing.

PORAC: John Riordan stated that PORAC is still actively involved with legislation and that their salary survey is available to associations that belong to PORAC.

CHP: Larry Watkins stated that due to the effects of Proposition 13 the CHP has 110 vacant positions with no authorization for replacements. He also stated that due to Proposition 13 their driver training class would have slots available for students from various agencies.


Chiefs' Association: George Tielsch reported that the Chiefs' Association is working with POST on a course for newly elected chiefs.

#### OLD/NEW BUSINESS

Glen Fine, this being his last meeting with the Committee as Executive Secretary, expressed his pleasure to have worked with the Committee for the past 3½ years-- it has been fun, interesting, and rewarding.

#### ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:10 p.m.

  
GEORGIA PINOLA  
Recording Secretary

Distribution: Advisory Committee  
Commissioners  
POST Staff

# Memorandum

To : COMMISSIONERS

Date : July 6, 1978

George P. Tielsch, Chairman  
POST Advisory CommitteeFrom : **Commission on Peace Officer Standards and Training**

Subject: REPORT FROM JUNE ADVISORY COMMITTEE MEETING

At its meeting, the Committee was briefed on actions being taken by staff in light of Proposition 13. Included in this briefing were alternative considerations for reimbursement. The Committee, by consensus, recommends the following:

1. 100% reimbursement for a fixed salary amount for trainees attending the Basic Course. (The Committee is supportive of the creation of a new entry-level trainee salary range.)
2. Strengthen controls on driver training reimbursement by requiring departments to meet certain prerequisites before becoming eligible for reimbursement. Prerequisites could be development of departmental policies on accident review and analysis of causation.

## Advanced Officer Training

The Commission directed the Committee to review the Advanced Officer training requirement. Following considerable review and discussion, the Committee took the following actions:

1. Course Objective

MOTION by William Kinney, second by Wayne Caldwell, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-2 read as follows:

2-2. Advanced Officer Course Objectives. The Advanced Officer Course is designed to provide updating and refresher training *and an opportunity to address new problems confronting for* law enforcement officers. Flexibility is to be permitted in course content and manner of course offering in order to meet changing conditions and local needs ~~and yet remain consistent with the updating-refresher concept.~~ MOTION CARRIED UNANIMOUSLY.

## 2. Course Content

MOTION by Ed Meese, second by John Riordan, that the Advisory Committee recommend to the Commission POST Administrative Manual Procedure D-2, Section 2-3 read as follows:

### 2-3. Advanced Officer Course Content:

~~Required-General-Updating-Refresher-Subject-Matter:--The content shall devote no less than 10 hours to any combination of the following subjects:~~ *The Commission recommends the following topics be considered as a part of the Advanced Officer Course:*

New Laws  
Recent Court Decisions and/or Search and Seizure Refresher  
Officer Survival Techniques  
New Concepts, Procedures, Technology  
Discretionary Decision Making (Practical Field Problems)

~~Elective-Subject-Matter:~~ The course may contain such other currently needed subject matter which fall within the topical areas of the Basic Course Commission Procedure D-1. It is suggested elective subjects focus on current and local problems or needs of a general, rather than specific, nature. MOTION CARRIED UNANIMOUSLY.

The CONSENSUS of the Committee was Section 2-4 would remain as written.

MOTION by Ed Meese, second by John Riordan, that the Advisory Committee recommend to the Commission that POST Administrative Manual Procedure D-2, Section 2-5 read as follows:

2-5. Minimum Hours: The Advanced Officer Course shall consist of ~~a minimum of 20 hours~~ *segments which will be presented in not less than 4 hours of instruction.* MOTION CARRIED UNANIMOUSLY.

## 3. Regulation Section 1005(d)

MOTION by Wayne Caldwell, second by John Riordan, that the Advisory Committee recommend to the Commission that Regulation Section 1005(d) (1) and (2) read as follows:

(1) ~~After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001(i)~~ shall satisfactorily complete the certified Advanced Officer Course of 20 40 or more hours at least once every four years after completion of the Basic Course.

(2) The above requirement may be met by satisfactory completion of any reimbursable course of 20 40 or more hours. MOTION CARRIED UNANIMOUSLY.

#### 4. Reimbursement

MOTION by Ed Meese, second by Win Silva, that the Advisory Committee recommend to the Commission that a new Section 2-6 be added to POST Administrative Manual Procedure D-2 which shall read:

*2-6. Reimbursement for the Advanced Officer Course shall be provided upon completion of the entire course.* MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Win Silva, that the Advisory Committee recommend to the Commission an officer is eligible for reimbursement of 40 hours maximum within a 4 year period for the Advanced Officer concept. MOTION CARRIED UNANIMOUSLY.

MOTION by John Riordan, second by Ed Meese, that the Advisory Committee recommend to the Commission the 12-week time frame for completion of the Advanced Officer course remain the same. MOTION CARRIED UNANIMOUSLY.

#### 5. Attendance

MOTION by Win Silva, second by John Riordan, that the Advisory Committee recommend to the Commission that all personnel be required to take the Advanced Officer Course at least once every four years. MOTION CARRIED. (Opposed: Jim Grant)

# Memorandum

o : COMMISSIONERS

Date : July 21, 1978

moved that POST act on the Committee's recommendations.

From : Commission on Peace Officer Standards and Training

Subject: SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

Staff and representatives from the Specialized Program have reviewed and concur with the Commission's Specialized Committee recommendations.

It is suggested the attached refinements be considered part of the Committee's recommendations.

*Bill*

WILLIAM R. GARLINGTON  
Executive Director

Attachment

SUGGESTED REFINEMENTS FOR  
THE SPECIALIZED PROGRAM CHANGES

1. Revised Specialized Basic Investigators Course Curriculum

Comment: Attachment A is the revised Commission Procedure D-12, which was reviewed by staff and Specialized Agency representatives.

2. Modify the Basic Training Requirement to Allow the Regular Basic Course to Be the Universal Standard:

"Effective January 1, 1979, every trainee shall satisfactorily meet the training requirements of the regular Basic Course within 12 months from the date of his/her appointment as a regularly employed specialized peace officer. The chief law enforcement administrator may elect to have this requirement satisfied by the Specialized Basic Investigators Course.

3. Change Effective Date of Basic Training Requirement from July 1, 1980 to January 1, 1979

Comment: The basic training requirement should be qualified by:

"The Commission may extend the compliance date to no later than July 1, 1980 based on the agency's written request for special consideration."

4. Applicability of Reading Examination Requirement

Comment: Specialized agencies have indicated their desire to have the same reading examination employment standard as that for the regular program.

5. Suggested Eligibility Status for Peace Officer Categories

Comment: Attachment B is a suggested, revised classification system for peace officer categories concerning their eligibility for participation in the Specialized Program.

Attachment

(7-21-78)

A.

Revised Commission Procedure D-12

Specialized Basic Investigators Course

- 12-1. Specification of Specialized Basic Investigators Course: This Commission Procedure implements that portion of the Minimum Standards for Training established in Section S-105 (a) of the Specialized Law Enforcement Regulations which relate to Basic Training for Specialized Investigators.
- 12-2. Training Methodology: The Commission encourages use of the performance objectives training approach as outlined in the Basic Course Revision Project. Performance objectives training contains at least the following elements:
1. In broad functional areas, establish appropriate learning goals.
  2. Establishment of appropriate performance objectives for each learning goal.
  3. Following instruction, each student demonstrates an acceptable level of knowledge and/or proficiency for each learning goal.
- NOTE: This training methodology is not mandatory. It is in a trial stage undergoing testing, evaluation and revision. At this time, use of performance objectives training elements, other than those described, is not precluded; nor is the use of other instructional methodologies prohibited.
- 12-3. Specialized Basic Investigators Course and Minimum Hours: The Specialized Basic Investigators Course is a minimum of 200 hours and consists of the following functional areas and learning goals, and minimum hours of instruction; within this framework of minimum hours and subject content, flexibility is provided to adjust hours and instructional topics with prior POST approval.



REVISED COMMISSION PROCEDURE D-12

Specialized Basic Investigators Course (Continued)

(Existing Content Deleted and the Following Added)

Major Functional areas and learning goals:

12-4. PROFESSIONAL ORIENTATION

Proposed: 10 Hours

- A. History and Principles of Law Enforcement
- B. Law Enforcement Profession
- C. Ethics
- D. Unethical Behavior
- E. Department Orientation & Role of the Investigator
- F. Administration of Justice Components
- G. Related Law Enforcement Agencies
- H. California Court System
- I. California Corrections System

12-5. POLICE COMMUNITY RELATIONS

Proposed: 15 Hours

- A. Community Service Concept
- B. Community Attitudes and Influences
- C. Citizen Evaluation
- D. Crime Prevention
- E. Factors Influencing Psychological Stress

12-6. LAW

Proposed: 20 Hours

- A. Introduction to Law
- B. Crime Elements
- C. Intent
- D. Parties to a Crime
- E. Defenses
- F. Probable Cause
- G. Attempt/Conspiracy/Solicitation Law
- H. Obstruction of Justice Law
- I. Theft Law
- J. Extortion Law
- K. Embezzlement Law
- L. Forgery/Fraud Law
- M. Burglary Law
- N. Receiving Stolen Property Law
- O. Malicious Mischief Law
- P. Arson Law
- Q. Assault/Battery Law
- R. Assault with Deadly Weapon Law

## Specialized Basic Investigators Course (Continued)

- S. Mayhem Law
- T. Felonious Assaults Law
- U. Crimes Against Children Law
- V. Public Nuisance Law
- W. Crimes Against Public Peace Law
- X. Deadly Weapons Law
- Y. Robbery
- Z. Kidnapping Law
- AA. Homicide Law
- BB. Sex Crimes Law
- CC. Rape Law
- DD. Gaming Law
- EE. Controlled Substance Law
- FF. Hallucinogens Law
- GG. Narcotics Law
- HH. Marijuana Law
- II. Poisonous Substance Law
- JJ. Alcohol Beverage Control Law
- KK. Constitutional Rights Law
- LL. Laws of Arrest
- MM. Local Ordinances
- NN. Juvenile Alcohol Law
- OO. Juvenile Law and Procedures

### 12-7 LAWS OF EVIDENCE

Proposed: 15 Hours

- A. Concepts of Evidence
- B. Privileged Communications
- C. Witness Qualifications
- D. Subpoena
- E. Burden of Proof
- F. Rules of Evidence
- G. Search Concepts
- H. Seizure Concepts
- I. Showups

### 12-8 SPECIALIZED LAWS

Proposed: 10 Hours

- A. Laws Relevant to Agency Responsibility

### 12-9 COMMUNICATIONS

Proposed: 21 Hours

- A. Interpersonal
- B. Note Taking
- C. Introduction to Report Writing
- D. Report Writing Mechanics
- E. Report Writing & Diagnostic Testing
- F. Use of the Telephone

Specialized Basic Investigators Course (Continued)

12-10 VEHICLE OPERATIONS

Proposed: 6 Hours

- A. Introduction to Vehicle Operations
- B. Vehicle Operation Factors
- C. Vehicle Operation Liability
- D. Vehicle Inspection
- E. Vehicle Control Techniques

12-11 FORCE AND WEAPONRY

Proposed: 20 Hours

- A. Effects of Force
  - B. Reasonable Force
  - C. Deadly Force
  - D. Practical Problems in the Use of Force
  - E. Firearms Safety
  - F. Handgun
  - G. Care and Cleaning of Service Revolver
  - \* H. Shotgun
  - I. Handgun Shooting Principles
  - \* J. Shotgun Shooting Principles
  - \* K. Identification of Agency Weapons & Ammunition
  - L. Handgun/Day/Range (Target)
  - M. Handgun/Night/Range (Target)
  - N. Handgun/Combat/Day/Range
  - O. Handgun/Combat/Night/Range
  - \* P. Shotgun/Combat/Day/Range
  - \* Q. Shotgun/Combat/Night/Range
  - \* R. Use of Chemical Agents
  - \* S. Chemical Agent Simulation
- \*Time to be adjusted according to agency needs

12-12 FIELD PROCEDURES

Proposed: 14 Hours

- A. Perception Techniques
- B. Observation Techniques
- C. Person Search Techniques
- D. Vehicle Search Techniques
- E. Building Search Techniques
- F. Search/Handcuffing/Control Simulation
- G. Handcuffing
- H. Prisoner Transportation
- I. Officer Survival
- J. Mutual Aid
- K. News Media Relations
- L. Mental Illness Cases
- M. Crowd Psychology and Tactics

Specialized Basic Investigators Course (Continued)

( -13 CRIMINAL INVESTIGATION

Proposed: 24 Hours

- A. Preliminary Investigation
- B. Crime Scene Search
- C. Crime Scene Notes
- D. Crime Scene Sketches
- E. Latent Prints
- F. Identification, Collection,  
and Preservation of Evidence
- G. Chain of Custody
- H. Interviews & Interrogations
- I. Information Gathering
- J. Courtroom Demeanor and Testifying
- K. Administrative Hearings
- L. Vice and Organized Crime
- M. Controlled Substance Abuse

12-14 SPECIALIZED INVESTIGATIVE TECHNIQUES

Proposed: 14 Hours

- A. Sources of Information
- B. Use and Control of Information
- C. Criminal Intelligence
- D. Identification and Location of Suspects and Witnesses
- E. Scientific Aids: Use And Limitations
- F. Applicant And Permit Review
- G. Surveillance And Undercover

12-15 PHYSICAL FITNESS AND DEFENSE TECHNIQUES

Proposed: 8 Hours

- A. Physical Disablers
- B. Prevention of Disablers
- C. Weight Control
- D. Self-Evaluation
- E. Lifetime Fitness
- F. Principles Of Weaponless Defense
- G. Armed Suspect/Weaponless Defense

12-16 FIRST AID AND CPR

Proposed: 15 Hours

- A. Medic Alert

12-17 EXAMINATIONS

Proposed: 8 Hours

- A. Written and Performance

TOTAL PROPOSED: 200 Hours

B.

# POST SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

## Eligibility Status for Peace Officer Categories

**A.**

### Acceptable Categories\*

(Currently Participating by Category)

Members Arson Investigating Unit  
Community College Police  
Railroad or Steamboat Police  
DA's Invest./Inspectors  
Security Officers-Municipal Utility District  
Marshals  
Dept. of Motor Vehicles  
Dept. of Justice  
State Fire Marshal/Investigators  
Dept. of Consumer Affairs  
Coroner & Deputies  
Welfare Fraud Investigators  
Harbor Police  
California State Police  
Dept. of Conservation/Forestry  
Dept. of Fish & Game  
Alcoholic Beverage Control

\*Presumption of eligibility, individual agencies must be examined for capability upon application.

**B.**

### Potentially Acceptable\*

Calif. Horseracing Board  
Div. of Labor Law Enforcement  
Marshals & Police Calif. Exp.  
Bethel Isl. Muni. Imp. Dist.  
Dept. of Navigation & Ocean Development  
Dept. of Health Hospital Police  
L.A. Housing Authority  
Southern California Rapid Transit District  
Security Patrol-School District  
Calif. Bd. of Medical Quality Examiners  
Park Rangers-Local Agency  
Dept. of Parks & Recreation  
Dept. of Health- Investigation  
San Francisco Port Commission

\*No presumption of eligibility, individual agencies must have in-depth examination of duties, powers, capability upon application.

**C.**

### Non-Enforcement/Investigative\*

Calif. National Guard  
State Fire Marshal-Deputies  
Bureau Food & Drug-Health  
Security Officers-Calif. State Police  
Sgt. of Arms-Legislature  
Bailiffs Supreme Court & Appeals Court  
Guards & Messengers-Treasurer  
L.A. Dept. of Airports  
Dept. of Transp.-Toll Bridge  
Security Guards-L.A. County  
Monterey Airport Police  
Airport Security-S.F., Orange, & San Joaquin  
Airport Security-City of Fresno  
Airport Sec.-Palm Springs  
Dept. of Corrections-Parole  
Youth Authority-Parole/Probation  
Dept. of Corrections-Guards  
Youth Authority-Guards, Supervisors  
Nevada State Prison-Officers  
Dept. of Corrections-Liaison  
Constables-Deputies  
Cemetery Sextons  
Federal Employees  
Reserves

\*Duties are ceremonial, correctional, inspectional or guard/property.

**Capability** = Includes present and future capability to meet POST standards and motivation of decision making authority.

**Powers** = Must include a substantial amount of enforcement and/or investigative.

# PENDING REQUESTS TO ENTER PROGRAM

<u>Agency</u>	<u>Peace Officer Category</u>	<u>Sworn Officers</u>	<u>Eligibility Status</u> *
Los Angeles City Housing Authority	L.A. City Housing Authority	33	B
California Board of Medical Quality Assurance	California Bd. of Medical Quality Examiners	50	B
California Horseracing Board	California Horseracing Board	13	B
San Mateo County Parks & Recreation	Park Rangers - Local Agency	20	B
Dept. of Parks & Recreation	Dept. of Parks & Recreation	775	B
Southern Calif. Rapid Transit Dist.	Southern Calif. Rapid Transit Dist.	58	B
San Jose Community College Police	Community College Police	6	A
West Valley Community College Pol.	Community College Police	11	A

\*Based upon proposed classification system.

7-18-78

# Memorandum

To : COMMISSIONERS

Date : July 10, 1978

From : Commission on Peace Officer Standards and Training

Subject: SPECIALIZED LAW ENFORCEMENT COMMITTEE REPORT

The Commission's Specialized Law Enforcement Committee met June 28, 1978 in Los Angeles and modified the previous public hearing recommendations for the POST Specialized Law Enforcement Certification Program. These proposed standards are reflected in the attached revised Notice of Public Hearing.

It is recommended these modifications be approved for public hearing at the October Commission Meeting.

WILLIAM J. ANTHONY, Chairman  
Specialized Law Enforcement Committee



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

7100 BOWLING DRIVE, SUITE 250  
SACRAMENTO, CALIFORNIA 95823

BULLETIN: 78-

SUBJECT: NOTICE OF CONTINUATION OF PUBLIC HEARING -  
SPECIALIZED LAW ENFORCEMENT CERTIFICATION PROGRAM

In accordance with the provision of the Administrative Procedure Act and pursuant to the authority vested by Section 11422 of the Government Code, NOTICE IS HEREBY GIVEN that a hearing will be held by the Commission on Peace Officer Standards and Training:

10:00 a.m., October 19, 1978  
Eureka Inn  
Eureka, California

NOTE: This will be a continuation of the Public Hearing from April 20, 1978, and certain new recommendations will be considered which were not listed in the original Notice (Bulletin 78-6).

This hearing will address POST regulation changes which relate to standards for (1) the POST Specialized Law Enforcement Certification Program and (2) Penal Code Section 13510.5 (Training Standards for Specified State Agencies). Regulations will become effective January 1, 1979 unless otherwise noted.

Regulation Changes

1. Add Section 1009 to POST Regulations.

Discontinue separate Specialized Regulations and place the authority and provisions for the POST Specialized Law Enforcement Certification Program into the California Administrative Code. (See Attachment)

2. Amends minimum Basic Training Requirement to either the regular Basic Course or Specialized Basic Investigators Course. Note this change will become effective July 1, 1980. (See attached Regulation 1009 (c) (2).)

Amends Advanced Officer Course from optional to required. (See attached Regulation 1009 (c) (2).)



3. Amend Commission Procedure D-7 (Specifications for Approved Courses)

Penal Code Section 13510.5 requires POST to adopt training standards for specified State Agency peace officers. The Advanced Officer Course is designated as the training standard.

4. Adds Standards for Agency Entry into Program.

(See attached Regulation 1009 (b)

5. Commission Procedural Changes

- a. Specialized Program participants will become eligible for POST Supervisory and Management Certificates. (See attached Regulation 1009 (c) (4).)
- b. Effective immediately, the moratorium on entry of new agencies into the Specialized Program is removed.

Notice is also given that any person interested may present statements or arguments orally or in writing relevant to the action proposed at the hearing. Written communications should be directed to:

William R. Garlington  
Executive Director  
Commission on POST  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

The Commission has determined that the above regulations will create no new costs to local government, pursuant to Section 2231 of the Revenue and Taxation Code since the Specialized Law Enforcement Certification Program is voluntary.

LOUIS L. SPORRER  
Chairman

Attachment

## SUPPLEMENT TO BULLETIN 78-

Add Section 1009 to POST Regulations:

1009. Specialized Law Enforcement Certification Program. (Effective January 1, 1970)

By authority of Penal Code Section 13506, the POST Specialized Law Enforcement Certification Program is established for the purpose of raising the level of competence of specialized state, county, and city law enforcement officers not identified in Penal Code Section 13510. Only eligible law enforcement agencies, as determined by the Commission or otherwise required by law may participate in this voluntary program and receive benefits. The cost of the education and training to meet minimum standards of the Program is the responsibility of the individual and/or agency. Acceptance and adherence to POST standards of selection and training are required if a specialized law enforcement agency is to participate in the Program.

(a) Objective.

The objective of the Commission on Peace Officer Standards and Training in establishing the Specialized Law Enforcement Certification Program is to foster professionalization:

- (1) By establishing minimum standards related to the physical, mental, and moral fitness which govern the selection of specialized law enforcement officers;
- (2) By establishing minimum standards of education and training deemed necessary to perform adequately the duties and responsibilities of specialized public law enforcement services.

(b) Standards for Agency Entry into Program\*

- (1) Must perform enforcement or investigative duties, as defined by the Commission.
- (2) At the time of application for entry into the Program, the Specialized Law Enforcement Agency must submit a schedule which insures that all its presently employed peace officers will meet POST training standards within a reasonable period of time.
- (3) Present to the Commission a certified copy of an ordinance requesting entry into the program or in the case of agencies not empowered to pass ordinances or resolutions--a letter of intent as prescribed by the Commission.

\*Note: Agencies currently in the program are not required to adhere to this regulation.

1009. Specialized Law Enforcement Certification Program. (Continued)

(c) Program Provisions.

The provisions for the Specialized Law Enforcement Certification Program are the same as the Regular Certification Program with the following exceptions:

- (1) Standards for Employment. The following does not apply:

Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination . . .

- (2) Standards for Training. The basic training requirement is:

Effective July 1, 1980, every trainee shall satisfactorily meet the training requirements of the regular Basic Course or Specialized Investigators Basic Course within 12 months from the date of his/her appointment as a regularly employed specialized peace officer.

- (3) Eligibility for Reimbursement.

POST reimbursement is limited by Penal Code Section 13510 to specified jurisdictions. Specialized Program participants are not eligible.

- (4) Certificates and Awards.

Basic Certificates are denoted "Specialized" with the type of basic course completed.

Executive Certificates shall not be issued to participants in the Specialized Program.

Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Specialized Law Enforcement Certification Program".

- (5) Services Provided by the Commission.

Specialized agencies are not eligible for management counseling services since Penal Code Section 13513 limits such services to certain local jurisdictions specified in Penal Code Section 13510.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>POST SELECTION STANDARD - READING SKILLS TEST</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Glen E. Fine</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>July 7, 1978</b>	Date of Report <b>July 6, 1978</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

Regulation 1002(a) (7) became effective January 1, 1977. The regulation reads as follows:

Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines. This requirement shall become effective on January 1, 1977.

Because of a lack of availability of professionally developed, job related reading skills tests, the Commission directed that enforcement of this regulation be delayed until July 1, 1978. Unless the Commission directs otherwise, staff will now begin requiring compliance with this regulation.

At least three tests which seem to meet the requirements of the regulation are readily available to law enforcement agencies. These tests are available from the following firms:

Cooperative Personnel Services - State of California  
Selection Consulting Center - State of California  
Wollack and Associates - Private Consulting Firm

Price schedules for test rental from CPS and SCC are attached (Attachment A). Both firms have expressed strong interest in cooperating with POST and local law enforcement in this testing area. SCC has developed a special price schedule which could be made available to small departments.

Staff believes that enforcement of this regulation is now feasible. There exists, however, two basic economic concerns regarding this testing:

1. Because of Proposition 13, the Commission could consider again delaying enforcement or could consider paying the cost of testing.
2. Because the cost per applicant tested will be generally higher for small departments with fewer applicants, the Commission could consider paying the cost for departments below a certain size.

Should the Commission desire to subvent costs and soften immediate impact of this regulation, it could allow administration of the test at the academy to satisfy the Utilize reverse side if needed

standard. This would make it easy for the very small departments to comply and make POST subvention of costs more feasible. If the test was administered to all recruits in all academies, a normal year cost would be approximately \$1,700.00.

#### Alternatives

1. Continue to delay enforcement of the regulation.
2. Commence enforcement of the regulation for all departments.
3. Commence enforcement, but direct staff to develop an overall cost and procedure for POST to pay for testing of applicants.
4. Commence enforcement and pay the cost of testing for departments below a certain size.
5. Allow the regulation to be complied with by administration of the test at the basic academy and pay the cost of testing at the academy.

## COOPERATIVE PERSONNEL SERVICES

## Price Schedule

Candidates	CPS Score & Tab.	Scored by Local Agency
1- 10	\$58.00	\$53.00
11-100	\$58.00 + \$1 per over 10	\$53.00 + 83¢ per over 10
101-200	\$148.00 + 77¢ over 100	\$128.00 + 50¢ over 100
201 +	\$225.00 + 55¢ over 200	\$178.00 + 45¢ over 200

# SELECTION CONSULTING CENTER

## Examination Price List

Number of Candidates Scheduled	Schedule A*	Schedule B**
1- 10	\$125 (minimum)	\$105 (minimum)
11-100	\$125 + \$1.95 per cand. over 10	\$105 + \$1.65 per cand. over 10
101-200	\$300 + \$1.50 per cand. over 100	\$253 + \$1.00 per cand. over 100
201 or more	\$450 + 90¢ per cand. over 200	\$353 + 55¢ per cand. over 200

\*SCC Scored & Tabulated.

\*\*Scored by Local Agency.

NOTE: Agenda Item I. - "Future Basic Training Committee" -  
will be an oral report by Committee Chairman Jackson  
on the Committee's progress to date.



**Memorandum**

To : COMMISSIONERS

Date : July 10, 1978

From : Commission on Peace Officer Standards and Training

Subject: LEGISLATIVE REVIEW COMMITTEE REPORT

The Legislative Review Committee will meet on Thursday, July 27, 1978, 9:30 a.m., at the Sheridan Airport Hotel, San Diego, and will present recommendations concerning the following at the Commission Meeting July 27-28, 1978.

**AGENDA**

	<u>Attachment</u>
1. SB 1808 - POST Specialized Law Enforcement Certification Program	A
2. ACR 144 - Joint Committee on Peace Officer Classification	B
3. SB 1126 - Basic Course: Preferential Enrollment for Employed Officers	C
4. Proposed Study on Private Security	D
5. Informational - Status of Legislation	E
6. Other	F

*Herbert E. Ellingwood*  
HERBERT E. ELLINGWOOD, Chairman  
Legislative Review Committee

Attachments

A.

# BILL ANALYSIS

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

TITLE OR SUBJECT

POST Specialized Law Enforcement  
Certification Program:  
Statutory Creation

AUTHOR

Senator Ayala

BILL NUMBER

SB 1808

SPONSORED BY

California State  
Employees Association (C.S.E.A.)

RELATED BILLS

DATE LAST AMENDED

6-7-78

BILL SUMMARY (GENERAL ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

## SUMMARY

SB 1808 (1) deletes the current requirement under Penal Code Section 13510.5 to establish minimum standards of training for specified state peace officers, (2) requires the Commission to establish and operate a Specialized Law Enforcement Certification Program, (3) requires specified state law enforcement agencies to participate in the program, and (4) requires such state agency peace officers hired after January 1, 1979 to have completed a specialized basic training course within one year.

## ANALYSIS:

SB 1808 was introduced by C.S.E.A., which represents rank and file state peace officers. The bill was originally intended to correct deficiencies in Penal Code Section 13510.5, which requires POST to establish minimum training standards for specified state peace officers. The bill has since been expanded to statutorily create the existing POST Specialized Law Enforcement Certification Program, which was established in 1970 by the Commission under its broad authority. The Specialized Certification Program prescribed by SB 1808 is substantially the same as the current program with the following exceptions:

- o Section (b) expands certificate eligibility to add supervisory and management certificates.
- o Section (c) specifies that required courses be appropriate to the level and training needs of specialized peace officers.
- o Section (f) requires specified state law enforcement agencies to participate, which changes in part the voluntary nature of the program.
- o Section (g) removes peace officer authority from peace officers of state law enforcement agencies required to participate in the program and employed after January 1, 1979 unless the person has successfully completed a maximum 200 hour specialized basic course.

The later exception, Section (g), is duplicative of the basic training requirement in Section (c) but adds the loss of peace officer powers as

(continued)

OFFICIAL POSITION

Opposed as introduced on 3-30-78. To be reviewed again.

ANALYSIS BY

Harold Snow

DATE

6-19-78

REVIEWED BY

DATE

EXECUTIVE/DIRECTOR

DATE

6-20-78

COMMENT

a sanction for non-compliance and limits the course to a maximum 200 hours. This limitation was included to accommodate state investigative agencies who have expressed concern about a proposal to increase the requirement to 400 hours. The 200-hour limitation is qualified to state "such peace officers may receive additional training as needed from participating agencies." Because the 200-hour limitation refers only to state law enforcement agencies, flexibility is provided the Commission to require additional training for county or local officers.

Numerous state law enforcement agencies were exempted from required participation in Section (f) in order to remove opposition from affected agencies. It is likely the Legislature will further amend Section (f) by limiting required participation to state agencies already participating in the program.

Advantages:

- o Cleans up existing inoperable Penal Code Section 13510.5
- o Provides statutory authority and budgetary justification for Specialized Program
- o Provides consistency with existing program provisions
- o Provides considerable degree of commission latitude in establishing standards and admitting new agencies
- o Does not increase POST's costs significantly

Disadvantages:

- o Removes nominal degree of Commission flexibility regarding certificates, standards, and participation
- o Provides a future avenue for specialized agencies to influence the program legislatively
- o Provides potential justification for state agencies to seek POST reimbursement even though none are currently making effort.

Fiscal Impact: (See Attachment)

	<u>POTF</u>	<u>General Fund</u>
Upon POST	\$3,000	
Upon affected agencies required to participate (Costs to General Fund will be removed if bill is amended to apply only to existing participating agencies)		\$48,740

At the April 20, 1978 Commission meeting, the Commission took action to oppose SB 1808 due to the mandatory aspects of the bill. SB 1808 has since been amended to remove some of the previous POST objections. The Commission may wish to re-evaluate its position in view of considerable amendments.

Attachments: SB 1808, Fiscal Impact

## FISCAL IMPACT OF SB 1808 (Aya1a)

Estimated  
Annual  
CostsPOST Administrative (from POTF)

Includes certificate issuance, consultive services, and compliance checks. These costs can be absorbed in the existing POST budget.

\$ 3,000

Affected State Law Enforcement Agencies (from General Fund)

Agencies already participating in Specialized Program and hence no new costs:

None

Alcoholic Beverage Control  
Department of Conservation-Forestry  
Department of Consumer Affairs-Investigation  
Department of Fish and Game-Wildlife Protection  
Department of Justice  
Department of Motor Vehicles  
State Fire Marshal-Arson

Agencies not now participating but substantially meet training requirements:

None

Personnel

Department of Parks and Recreation	750
Division of Labor Law Enforcement	47*
Department of Health-Investigations	93*
Board of Medical Quality Assurance	10*

\* General practice is to hire laterally or previously trained peace officers

Agencies which would be impacted:

Personnel

California Horse Racing Board	12
State Fire Marshal (Deputy State Fire Marshals)	80
Department of Health-Police Officers	146
Marshals and Police, California Exposition & State Fair (Parks and Recreation)	12

Total Personnel	250
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Total Cost (See Attachment)	\$48,740
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Total Cost Excluding Salary	\$14,500
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## ATTACHMENT

Basic Training

## Salary

- existing peace officers are grandfathered under SB 1808
- using an average turnover rate of 10%, approximately 41 officers would be trained annually beginning January 1, 1979
- using an average \$7.00/hour salary cost x 200 hours basic = \$1,400/trainee
- 20 trainees x \$1,400 = \$28,000

## Travel and Per Diem

- \$600/trainee x 20 = \$12,000

## Tuition -

None

Basic Total                      \$40,000

Continuation - Advanced Officer

Current requirement is 20 hours once every 4 years which most agencies already satisfy.

Supervisory

Estimated 5 supervisors sent annually to the POST two week supervisory course

Salary - \$9.00 x 80 hours x 5	\$ 3,600
Travel & per Diem \$200 x 5	\$ 1,000
Tuition - none	None

Supervisory Total                      \$ 4,600

Management

Estimated 5 managers sent annually to the POST two week management course

Salary - \$11.00 x 80 hours x 3	\$ 2,640
Travel & Per Diem - \$200 x 3	\$ 600
Tuition - \$300 x 3	\$ 900

Management Total                      \$ 4,140

Grand Total (General Fund) \$48,740

Total Excluding Salary\*      \$14,500  
(General Fund)

\*Note: Salary is a fixed cost and may not be budgeted for training purposes

## POST COMMENT ON SB 1808

The POST Commission opposes SB 1808 in its current form, particularly with reference to Section (f) which mandates certain state law enforcement agency participation.

Most major state law enforcement agencies currently participate voluntarily in the POST Certification Programs including:

### Regular Certification Program

California Highway Patrol  
University of California Police Dept.  
State College Police Department

### Specialized Certification Program

California State Police Division  
Department of Justice  
Department of Alcoholic Beverage Control  
Department of Consumer Affairs/  
Investigation  
Department of Fish and Game  
Department of Conservation/  
Forestry  
Department of Motor Vehicles  
State Fire Marshal/Arson

Section (f) would, unnecessarily and at increased costs to the State General Fund, require the participation of the following additional state law enforcement agencies:

California Horse Racing Board  
Department of Parks and Recreation  
State Fire Marshal/Deputies  
Division of Labor Law Enforcement  
Department of Health/Investigators  
Department of Health/Hospital Police

Marshals & Police California  
Exposition  
Security Officers- California  
State Police  
Baliffs Supreme Court & Appeals  
Courts  
Guards & Messengers- State  
Treasurer  
Department of Navigation & Ocean  
Development

Most of these peace officers have very limited authority and law enforcement responsibilities. Currently, by law, they must satisfy Penal Code Section 832 required training related to arrest and firearms. Section (a) gives the Commission latitude to admit additional agencies as they demonstrate their capability and need to meet higher standards required for the Specialized Certification Program. Each agency should be examined individually to determine the need for higher standards.

### POST Recommended Amendments:

1. Limit Section (f) to those state law enforcement agencies which currently participate in the POST Specialized Certification Program.
2. In Section (g), delete the "maximum 200 hour" qualifier to the specialized basic course.

B.

# BILL ANALYSIS

State of California Department of Justice  
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
 7100 Bowling Drive, Sacramento, CA 95823

FILE OR SUBJECT Joint Committee on Peace Officer Classification	AUTHOR Assemblyman Roos, et al	BILL NUMBER ACR 144
SPONSORED BY Assembly Criminal Justice Committee	RELATED BILLS --	DATE LAST AMENDED 5-4-78

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

## SUMMARY:

ACR 144 would create an ad hoc legislative committee called Joint Committee on Peace Officer Classification to study peace officer classes, their powers, duties, training, etc., with a final report to be filed not later than December 30, 1979.

## ANALYSIS:

As indicated in ACR 144, the Committee will consist of three Senators and three Assemblymen. The need for the study is brought about by the proliferation of peace officer categories, lack of a clearly defined law enforcement community, and confusing peace officer authority, powers, responsibilities, benefits, and training. The mass of legislation introduced every year to amend Penal Code Section 830 and subsequent sections results in disorganized, confusing and inconsistent legislation.

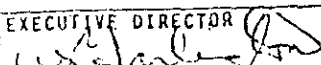
This study has potential for facilitating the Commission's standards and training responsibilities by:

- o Consolidating and standardizing training requirements which are currently scattered in various codes;
- o Assisting in the determination of appropriate curriculum standards by establishing more clear cut, accurately defined duties and responsibilities for peace officers;
- o Helping to identify entry standards for the Specialized Program; and
- o Reduce persistent efforts by some groups to legislatively obtain POST reimbursement.

At question is the degree and kind of support, if any, POST should provide the Committee. In the past POST has avoided involvement due to the controversial nature of the issue. However, the Commission may wish to re-evaluate its involvement in view of growing legislative concern. One alternative may be to formally offer POST staff assistance in the development of data and non-advocacy alternatives or solutions which address problems ACR 144 seeks to resolve. The success of the study will be determined in large part by the degree of accurate information developed upon which to base decisions. Much of the information would be of assistance to POST in its ongoing activities. Furthermore, providing staff assistance may have considerable benefit to POST in its future relationships with the Legislature.

Attachment: ACR 144

OFFICIAL POSITION

ANALYSIS BY Harold Snow	DATE 6-20-78	REVIEWED BY	DATE
EXECUTIVE DIRECTOR 	DATE 6-20-78	COMMENT Support both ACR 144 and provide assistance to Committee	

AMENDED IN ASSEMBLY MAY 4, 1978

CALIFORNIA LEGISLATURE—1977-78 REGULAR SESSION

Assembly Concurrent Resolution

No. 144

Introduced by Assemblymen Roos, Maddy, Nestande, Alatorre, *Antonovich*, Bannai, Bates, Berman, Brown, Dixon, Ellis, Fazio, Fenton, Gage, Goggin, *Hayden*, *Imbrecht*, Ingalls, Kapiloff, Knox, Levine, McVittie, Miller, *Rosenthal*, Statham, Stirling, Torres, *Wray*, and Young

(Coauthors: Senators Presley and ~~Sieroty~~, *Sieroty*, Dunlap, Song, and Wilson)

April 18, 1978

REFERRED TO COMMITTEE ON CRIMINAL JUSTICE

Assembly Concurrent Resolution No. 144—Relative to the creation of the Joint Committee on Peace Officer Classification.

LEGISLATIVE COUNSEL'S DIGEST

ACR 144, as amended, Roos (Crim. J.). Joint Committee on Peace Officer Classification.

This measure would create the Joint Committee on Peace Officer Classification and provide for its membership, powers, and duties during the 1977-78 Regular Session of the Legislature and during 1979.

Fiscal committee: no.



1 WHEREAS, There are currently over sixty classes of  
2 peace officers in the State of California encompassing  
3 over 100,000 officers; and

4 WHEREAS, The California State Legislature has  
5 considered over 40 bills in the first year of the 1977-78  
6 legislative session concerning the powers, privileges,  
7 responsibility, and training of peace officers; and

8 WHEREAS, A professional, well-trained, clearly  
9 defined law enforcement community is essential to the  
10 peace, safety, and well being of our state; and

11 WHEREAS, The proliferation of peace officer classes,  
12 and the fragmentation of their legal authority, powers,  
13 and responsibilities is a source of confusion and concern  
14 to the law enforcement community, the public, and the  
15 Legislature and an impediment to effective law  
16 enforcement; now, therefore, be it

17 *Resolved by the Assembly of the State of California, the*  
18 *Senate thereof concurring, as follows:*

19 1. The Joint Committee on Peace Officer Classification  
20 is hereby created and authorized and directed to  
21 ascertain, study, and analyze all facts relating to the  
22 formation of peace officer classes, their powers, duties,  
23 and responsibilities in the State of California, including,  
24 but not limited to, the operation, effect, administration,  
25 enforcement, and needed revision of any and all laws in  
26 any way bearing upon or relating to the subject of this  
27 resolution, and to report thereon to the Legislature,  
28 including in the report its recommendations for  
29 appropriate legislation.

30 2. The committee shall consist of three Members of the  
31 Senate, appointed by the Committee on Rules thereof,  
32 and three Members of the Assembly, appointed by the  
33 Speaker thereof. Vacancies occurring in the membership  
34 of the committee shall be filled by the appointing power.

35 3. The committee is authorized to act during the  
36 1977-78 Regular Session of the Legislature, including any  
37 recess, *and during 1979*, with authority to file its final  
38 report not later than December 30, ~~1978~~ 1979, at which  
39 time the joint committee is dissolved.

40 4. The committee and its members shall have and

( 1 exercise all of the rights, duties and powers conferred  
2 upon investigating committees and their members by the  
3 provisions of the Joint Rules of the Senate and Assembly  
4 as they are adopted and amended from time to time,  
5 which provisions are incorporated herein and made  
6 applicable to this committee and its members.

( 7 5. The committee has the following additional powers  
8 and duties:

9 (a) To cooperate with and secure the cooperation of  
10 county, city, city and county, and other local law  
11 enforcement agencies in investigating any matter within  
12 the scope of this resolution.

13 (b) To do any and all other things necessary or  
14 convenient to enable it fully and adequately to exercise  
15 its powers, perform its duties, and accomplish the objects  
16 and purposes of this resolution.

( 17 6. The Joint Rules Committee may make such money  
18 available from the Contingent Funds of the Assembly and  
19 Senate as it deems necessary for the expenses of the  
20 committee and its members. In accordance with Joint  
21 Rule 36.8, any such expenditure of funds shall be made in  
22 compliance with policies set forth by the Joint Rules  
23 Committee and shall be subject to the approval of the  
24 Joint Rules Committee.

# BILL ANALYSIS

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

## TITLE OR SUBJECT

Basic Course: Preferential  
Enrollment for Employed Officer

## AUTHOR

Senator Presley

## BILL NUMBER

SB 1126

## SPONSORED BY

California Academy  
Directors Association

## RELATED BILLS

## DATE LAST AMENDED

## BILL SUMMARY (GENERAL ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

SUMMARY:

SB 1126 would amend Penal Code Section 832.3, relating to the required Basic Course, by providing community college-operated academies authority to give preference in enrollment to employed law enforcement trainees who must complete the training.

ANALYSIS:

Penal Code Section 832.3 requires that policemen and deputy sheriffs complete the Basic Course prior to assignment. Education Code Section 84500(c), on the other hand, requires community college courses receiving state apportionment to be open to all on a first come first serve basis. Prior to January 1, 1975, academies were closed and there was no problem.

Most law enforcement agencies now, although a trend is emerging to the contrary, employ officers and then send them to one of 27 basic academies (22 are community college funded or operated). Numerous cases have occurred where maximum enrollment has been reached on a first come first serve basis, and employed officers have been turned away from their local academy, resulting in considerable additional expense to POST and local agencies. Some academies in attempting to meet open enrollment requirements have increased their maximum class size (in some cases over 100 trainees) to the detriment of quality training.

Administrative solution to the problem has been sought with the Chancellor's Office of the California Community Colleges to no avail.

Law enforcement is in general agreement with the open enrollment concept since it has brought many benefits. The California Peace Officers Association and Peace Officers Research Association of California have an "approve" position on the bill. Listed below are additional reasons why this legislation is needed:

- o Provides for continued law enforcement flexibility to employ either the already trained or untrained. Many law enforcement agencies for affirmative action reasons and others must retain the flexibility to employ untrained persons.

(continued)

## OFFICIAL POSITION

## ANALYSIS BY

Harold Snow

## DATE

4/28/78

## REVIEWED BY

## DATE

## EXECUTIVE DIRECTOR

## DATE

5-2-78

## COMMENT

- o Continues the pre-employment training concept through retention of open enrollment.
- o Reduces unnecessary expenditures both for POST and local agencies in not having to send trainees to an academy out of the area.
- o Allows employed officers to be sent to a Basic Course which best meets local training needs.
- o Provides greater inducement for agency academies to affiliate with community colleges.

## OPEN ENROLLMENT

(Proposed Legislative Amendment)

### COMMENTS

832.3 Sheriffs, undersheriffs, deputy sheriffs, city and district policemen; employment after January 1, 1975; completion of training course

(a) Except as provided in subdivision (b), any sheriff, undersheriff, or deputy sheriff of a county, any policeman of a city, and any policeman of a district authorized by statute to maintain a police department, who is first employed after January 1, 1975, for the purposes of the prevention and detection of crime and the general enforcement of the criminal laws of this state, shall successfully complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer, except while participating as a trainee in a supervised field training program approved by the Commission on Peace Officer Standards and Training.

Existing Law  
(Basic Course)

(b) Notwithstanding Education Code Section 84500 (c) and Administrative Code Sections 51820-51826, community colleges may give preference in enrollment to employed law enforcement trainees who must complete training prescribed by this section. At least 15% of each presentation shall consist of non-law enforcement trainees if they are available. Average daily attendance for such courses shall be reported for state aid.

Preference in  
enrollment

**Memorandum**

To : COMMISSIONERS

Date : July 10, 1978

From : Commission on Peace Officer Standards and Training

Subject: PROPOSED STUDY ON PRIVATE SECURITY

Past attempts to establish standards and regulations for private security have been fragmented and ineffective. Bifurcated standards-setting authority between POST and the Department of Consumer Affairs continues to exist with the Legislature's failure to pass SB 1931. This Commission-approved bill would have consolidated private security standards-setting authority in the Department of Justice thereby removing arrest and firearms responsibility from Consumer Affairs and baton and chemical agents from POST. Current legislation establishing these minimal standards carries no sanctions, and hence there is widespread non-compliance.

The regulation and licensing responsibilities for private security are vested with the Department of Consumer Affairs. State legislative pre-emption in this field has precluded satisfactory local regulation by cities and counties. As a consequence, private security officers often are found performing peace officer type duties with no coordination with local law enforcement, and very often uniforms and vehicles are nearly identical. Interest has been expressed in providing local law enforcement a degree of authority to regulate/license private security officers in conjunction with a single effective state standards-setting body.

RECOMMENDATION:

It is recommended a Commission Committee examine the following:

1. Develop alternative legislative solutions for improved state and/or local regulation of the private security industry.
2. Ascertain the views of law enforcement agency administrators and other groups concerning alternatives, problems, and suggestions.
3. Consider the degree of POST involvement, if any.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (ACTIVE)

<u>Bill Number</u>	<u>Subject</u>	<u>POST Position</u>	<u>Status</u>
ACR 124 (Mori)	Narcotic Training for Peace Officers: PCP	Approve	Passed Senate Judiciary Committee 6-27-78
ACR 144 (Roos)	Peace Officer Definition: Legislative Study		Senate Rules Committee Hearing date 8-8-78
SB 236 (Zenovich)	Polygraph Examiners	Oppose	Assembly Committee on Labor, Employment, and Consumer Affairs
SB 418 (Behr)	Medical Records: Waiver	Watch and oppose, if waiver deleted	Assembly Health Committee
ACR 160 (Bates)	Victims of Crime: Basic Trng. (Previously 2909)	Approve	A.C.J. Committee Hearing date 8-7-78
AB 1068 (Fazio)	Administrative Adjudication of Vehicle Code Violations	Watch	Third reading Senate Floor
SB 1126 (Presley)	Basic Course: Preferential Enrollment for Employed Officers		Assembly Educ. Sub-Com. Hearing date 8-9-78
SB 1244 (Zenovich)	Correctional Officers: County Jails	Seek Amendments	Vetoed 6-2-78
SB 1502 (Alquist)	Peace Officers: Airport Security, POST Reimbursement	Oppose, unless amended	Held in Senate Judiciary Committee 5-2-78 (Dead)
SB 1759 (Robbins)	Reserve Peace Officers: Authority	No position, if purpose limited to carrying firearms off duty	Failed passage before the Senate 5-25-78 (Dead)
SB 1808 (Ayala)	Specialized Law Enforcement Certification Program: Required establishment by POST	Oppose, unless amended to delete mandatory provisions	A.C.J. Committee Hearing Date 8-7-78
SB 1893 (Dunlap)	Community College Attendance Accounting: Short Term Courses	Approve, suggest inclusion of non-credit courses	Passed Assembly Sub-Com. on Postsecondary Educ. Referred to Assembly Ways & Means Committee
AB 1902 (Knox)	D.A.'s Investigators: POST Reimbursement	Oppose	Failed passage before Senate 5-18-78 (Dead)
SB 1927 (P. Carpenter)	Peace Officer Certification (Same as AB 1603)	Oppose	Failed passage of Senate Finance Committee 6-5-78 (Dead)
SB 1931 (Beverly)	Tear Gas Training for Citizens: Interim study Removes POST		Passed A.C.J. Committee 6-26-78
SB 1995 (Zenovich)	Peace Officers: Felons Exempts persons holding Certificate of Rehabilitation	Oppose	Failed passage of Senate Judiciary Committee 5-16-78 (Dead)
AB 2254 (Boatwright)	D.A. & Public Defender's Training Appropriation from P.O.T.F.	Oppose, unless amended	Assembly Ways & Means Committee (Dead)
AB 2491 (Antonovich)	Required Child Abuse & Neglect Training: POST	Approve in principle, prefer legislative resolution	Senate Judiciary Com. Hearing date 8-8-78
AB 2664 (Fenton)	Requires POST Testing for Basic Course	Oppose	Senate Finance Committee Hearing date 8-7-78
AB 2802 (Chimbole)	Training standards: Local Detention Facilities: POST	Approve	Failed passage of Senate Judiciary Committee 6-13-78 (Dead)
AB 2900 (Fenton)	POST Certification Program	Oppose	Failed passage of A.C.J. Committee 5-8-78 (Dead)
AB 2913 (Kapiloff)	First Aid Training: Peace Officers, Basic Training, 3-year CPR refresher	Approve	Senate Finance Hearing date 8-7-78
AB 2915 (Kapiloff)	Arrest and Firearms Training: Deletes one year	Oppose	Pending Senate Finance
AB 2971 (Levine)	California Crime Resistance Task Force	Oppose to the provision which duplicates POST's training	Senate Judiciary Com. Hearing date 8-8-78

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

STATUS OF LEGISLATION FOR 1978 - (INFORMATIONAL)

<u>Bill Number</u>	<u>Subject</u>	<u>Status</u>
ACA .63 (Statham)	Governor: Appointments	Assembly Governmental Organization Committee
AB 81 (Chappie)	Identification of Dead Bodies - Dental Records	To enrollment 6-15-78
SB 216 (Nejedly)	Governor: Appointments	Held in Assembly Governmental Organization Committee with- out recommendation. 6-14-77
AB 1016 (Antonovich)	Humane Officers	Senate Judiciary Committee
SB 1164 (Robbins)	Peace Officer Employer-Employee Relations	A.C.J. Committee Hearing date 8-7-78
SB 1189 (Nejedly)	Marshals: Appointment of Reserve Officers	Chapter 99 on 4-18-78
SB 1436 (D. Carpenter)	Records: Peace Officers	A.C.J. Committee Hearing date 8-14-78
SB 1498 (Presley)	Toll Bridge Operators: Peace Officers	A.C.J. Committee
SB 1508 (Holden)	Records: Citizen Complaints	Failed Senate passage 6-15-78 (Dead)
SB 1513 (Johnson)	Bill of Rights Extended to State Officers	A.C.J. Committee Hearing date 6-26-78
AB 1532 (Tucker)	Harbor Police Personnel: Peace Officer Status: Retirement	Assembly Public Employees & Retirement. Hearing date 8-7-78
SB 1646 (Holmdahl)	Municipal Utility Districts: Peace Officers and Reservoirs	A.C.J. Committee Hearing date 6-26-78
AB 2205 (Maddy)	Collection of Fines	Assembly Judiciary Committee
AB 2233 (Hughes)	Burglary Prevention: DOJ Pilot Project, Prevention	Senate Finance Committee
AB 2369 (Imbrecht/Ellis)	State Regulatory Agencies: Abolition	Assembly Governmental Organization Committee
AB 2674 (Craven)	Classification of Director & Investigators of San Diego County Department of Revenue & Recovery as Peace Officers	Senate Judiciary Committee
AB 2823 (Ellis)	Safety Equipment: Police Officers and Deputy Sheriffs	Ways & Means Suspense File
AB 2916 (Kapiloff)	Public Safety Officers: Confidential Information	To Senate third reading
AB 3215 (Boatwright)	Peace Officer Powers: DOJ Agents & District Attorney's Investigators	Assembly Criminal Justice Committee. Subject matter to Senate Rules Committee
AB 3226 (Montoya)	Public Safety Officers Procedural Bill of Rights Act: Unlawful to Deny or Refuse Rights	Passed Assembly Public Employee and Retirement Committee as amended 6-13-78
AB 3696 (Ellis)	Police Protection: Cities	To Assembly third reading

Effective 6-20-78



NOTE:     Agenda Item K. - "Validation Committee Status Report"  
             will be an oral report by Committee Chairman Grogan.

TAB L

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Revision of Commission Regulations and Procedures		Meeting Date July 27 - 28, 1978
Division Executive Office	Division Director Approval	Researched By George W. Williams
Executive Director Approval <i>W. P. Harrison</i>	Date of Approval <i>July 21, 1978</i>	Date of Report July 17, 1978
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input checked="" type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

BACKGROUND:

Since the Commission's Regulations were originally adopted, they have been amended and added to on numerous occasions. It has been several years since the Commission's Regulations and Procedures have undergone systematic review and revision to correct: (a) inadvertent inconsistencies which sometimes have resulted from the gradual amendment process; or (b) to express more clearly provisions that are found to be misleading or ambiguous; and (c) to revise certain provisions so that they are consistent with contemporary policy or practices of the Commission. All of these types of changes are considered to be technical in nature.

In addition to these technical changes, substantive revisions also are found to be necessary from time to time. These result from the perceived need for new policy or procedures.

In the attached material, Section A, the proposed revisions of the Commission's Regulations and Procedures are substantive in nature. An explanation of each such change is provided. Those changes which are technical are in Section B.

Should the Commission wish to adopt the proposed substantive changes in the Regulations and Procedures, the public hearing process is necessary and should be scheduled for the October meeting of the Commission.

Utilize reverse side if needed

## SECTION A

### SUBSTANTIVE AMENDMENTS

1. Departments participating in the POST program have for several years submitted the POST form "Notice of Peace Officer Appointment" to update our files and to assist the area consultants in performing their inspectional role. Over eighty thousand file cards are now on hand. Many of the persons named on these cards are now deceased, retired, or have terminated their peace officer employment. Notification of such changes of status of individuals would, in time, provide POST with current valid data upon which to make management and planning decisions and provide better service to participating agencies. The proposed amendment:

Regulation 1003.      Notice of Peace Officer Appointment/Termination

Whenever a peace officer is newly appointed, or enters a department laterally, or terminates, the department shall notify the Commission within 30 days of the appointment such action on a form approved by the Commission as pre-scribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

2. The Regulations now permit any officer to attend a Supervisory Course, and the jurisdiction to receive reimbursement, without regard to the officer being appointed as a supervisor. The only prerequisite has been that the trainee has been awarded or is eligible for the award of the Basic Certificate. This practice supported the theory that such training would encourage greater productivity through awareness of a person's current assignment and would encourage and prepare the person for promotion.

In observance of current fiscal constraints, the suggested amendment would permit the training to be provided with reimbursement for those having a need and who are addressed by the mandate to have this training. Agencies that might like to support such training as a type of career development could do so at their own expense. The proposed amendment:

Regulation 1005(b)      Supervisory Course (Required)

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall have satisfactorily

completed the Certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- (2) ~~Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.~~ Every officer who is appointed or who will be appointed within 12 months to a Supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded or is eligible for the award of the Basic Certificate.

- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course".

3. Proposed amendments to Regulation 1014 and Procedure E-1, subparagraph (f) would discontinue the requirement for departments obtaining prior written approval of the Commission on an individual basis. The present procedure has not proven to be effective, as granting these requests is, in effect, pro forma. The few requests that are denied do not merit the workload imposed upon participating jurisdictions or POST staff in processing requests for approval. As proposed, only requests for training in courses which are not specific to the job assignment of these persons will require prior approval. The suggested amendments would also express within the Commission's procedures the Commission's present policy regarding the reimbursement for expenses related to the basic training of non-sworn personnel. The proposed amendment:

Regulation 1014. Training for Non-Sworn Personnel

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.
- ~~(b) Non-sworn personnel performing police tasks are described in PAM, Section E.~~
- (eb) Request for Approval
- (1) ~~In every case~~ Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must

include:

- (a) The trainee's name and job title.
- (b) Job description.
- (c) Course title, location and dates of presentation.

- (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(d) Reimbursement

Reimbursement for non-sworn personnel ~~will be~~ is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule".

Note - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1 (f), "Training of Non-Sworn Personnel".

Procedure E  
1-3(f).

Training for Non-Sworn Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks: ~~as determined by the Commission.~~ (1) The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned. (2) Non-sworn personnel may attend the courses identified in Section 1005 (a) (b) (c) (d) (e) but normally reimbursement shall not be provided. Notwithstanding the provisions of Regulations 1015 (b), reimbursement for expenditures related to a successfully completed certified Basic Course may be claimed after a non-sworn employee is appointed as a peace officer and the basic training was completed not more than two fiscal years prior to the submission of the claim for reimbursement. (3) For attendance of certified Basic Course and for attendance with reimbursement for training which is not specific to one of the job classes enumerated hereafter, ~~The~~ the employing jurisdiction must obtain prior approval ~~of from~~ the Commission on an individual basis. A request for approval must include: the trainee's name and title, job description, course title, school

and dates of presentation. ~~It~~ The request must must reach the Commission 30 days prior to the starting date of the course, as specified in Section 1014 of the Regulations. (4) Persons who are to be assigned or are assigned to the following tasks are eligible, without prior approval from POST, to attend training courses, as provided by Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions persons eligible.: ~~Examples are:~~

Complaint Dispatcher  
Criminalist  
Community Service Officer  
Fingerprint Technician  
Jailer and Matron  
Traffic Director and Control Officer  
Parking Control Officer  
Polygraph Examiner  
Administrative Positions

4. As proposed, the Commission's procedure regarding reimbursement for subsistence would provide reimbursement for subsistence of trainees in route to and from training sites, not to exceed an aggregate of 24 hours. Participating jurisdictions have, on numerous occasions, identified this inequity of design in the Commission's present reimbursement provisions; that is, while expenditures for travel by automobile or public conveyance to and from the training site are reimbursed, and while subsistence is reimbursed while engaged in training at the training site, subsistence related to the travel before and following training is not reimbursed. For this reason and other reasons, some trainers have planned their classes in such a manner that trainees are scheduled to arrive the afternoon or evening on the day previous to beginning of regular instruction. This is ostensibly to receive instruction and introduction to the instructional topics.

An additional proposed amendment would provide for commuter trainee allowance to be raised to \$5.00, consistent with the noon meal allowance provided for by Board of Control rule. The proposed amendment:

Procedure E	Maximum Reimbursable Hours: <del>The courses listed</del>
4-5 5-6.	<del>below have a</del> <u>The maximum number of hours that</u>
	<u>may be reimbursed. for the courses is listed</u>
	<u>below. Actual expenses incurred by and for the</u>
	<u>trainee for subsistence, commuter travel and or</u>

salary may be claimed, within the provisions established by the Commission, up to the date and time the maximum number of reimbursable hours is completed. ~~Subsistence and commuter travel for the Basic Course are reimbursable for a maximum of 10 weeks.~~ In addition, reimbursement of subsistence expenditures for a resident trainee is allowable, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters or home, whichever distance is less. Exceptions in hardship cases may be granted.

Commuter Trainee: Daily Actual travel expenses, and meal allowances for the trainee within the provisions as established by the Commission, not to exceed \$3 \$5 daily per day from the time date the course begins until the time date the course ends.

5. This proposed amendment will permit reimbursement for auto travel to and from the course site for two or more trainees traveling together, or when scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used.

Procedure  
5-7 e.

Line 5 - Travel: The category of travel ~~provides~~ is used to account for all modes of transportation including air, auto or other types of surface ~~travel~~ conveyance. The mode of transportation selected should be the least expensive, ~~except as provided~~ below. Auto or other surface travel ~~should~~ shall not be used claimed when commercial air transportation is conveniently available at lesser cost. In those cases ~~instances when the where cost of~~ commercial air transportation plus necessarily related surface travel is less than auto, or other surface travel, POST will reimburse only ~~to the level of ticket cost the expenditure for commercial~~ air travel at coach-class, plus necessarily related surface travel flight.

Notwithstanding the provisions of the preceding paragraph, when two or more trainees travel together in one auto, or when departure times for

scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used, mileage to and from the training site and the trainee's headquarters may be claimed.

6. This proposed amendment would clarify and define straight hourly rate of salary--before benefits--paid to an employee class, and the means to uniformly and equitably determine the salary rate to be claimed. The proposed amendment:

Procedure E  
5-7  
k j.

Line ~~11~~ 12 - Salary: Concurrent with the provisions of Commission Procedure ~~E-4-5~~ E-5-6, pertaining to maximum hours, the basis for figuring salary reimbursement for each trainee is:

Hours Claimed times Straight Hourly Salary  
Rate times percentage rate; i. e., 40 X  
\$5.77 X 60% = \$138.40

Straight Hourly Salary Rate is that rate of salary earned on the first day of the course. The straight hourly salary rate is the employee-class basic salary and shall not include incentive pay and hazard pay, education subvention, scholarships, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance, or other employee benefits.

Methodology for Determining Hourly Salary Rate: The number of holidays and vacation days or sick days allowed by the jurisdiction must be accounted for as "paid days", and included in the days-worked-year.

1. The total days in a week minus the allowed days off, times the number of hours worked daily, equals the hours worked in a week.

(7 days - 2 days) X 8 hours = 40 hours

2. The hours in the work week, times the number of weeks in the year, equals the number of hours in the work year.

40 hours X 52 weeks = 2080



3. Monthly salary\*, at straight time, paid to the trainee, times the number of months in the year, equals the annual average yearly salary rate.

$$\underline{\$1,000 \times 12 \text{ months} = \$12,000}$$

4. The annual average salary rate--that is, the basis upon which the trainee is paid at the start of the training period--divided by the number of hours in the work year, equals the hourly salary which may be used in computing what may be claimed as reimbursement from the Peace Officer Training Fund.

$$\underline{\$12,000 \div 2080 \text{ hours} = \$5.77 \text{ per hour}}$$

\*Salary at straight time is the regular sum, before benefits, paid periodically to an employee class.

The reimbursement percent rate is that rate of salary reimbursement for the particular plan or training course as authorized by the Commission. See Commission Procedure E-2-6.

7. This proposed amendment would resolve a heretofore contended inequity in the Commission's reimbursement procedures; at present, travel otherwise related to the training activity is generally reimbursed by the Commission, except while the trainee is involved in training. Daily commuting from the lodging accommodation and the training site itself, where they are separated, is not reimbursed by POST. The proposed amendment:

Procedure E  
5-7

- (2) For a resident trainee, mileage is reimbursed for one round-trip unless there are split sessions. For a split session, which is a break in the course of four or more days, two round-trips of mileage are reimbursed. Daily travel mileage related to the training activity of a resident trainee to and from the course site and the place of temporary habitation is not reimbursable. The one-way distance and the number of trips should be explained in the Comments section.

8. This proposed amendment would resolve another complaint of inequity in the Commission's present reimbursement procedures by allowing, in lieu of subsistence, that on weekends and breaks in training the trainee may travel to and from the training site and the department. To pay for such travel, some trainees allegedly check out of their lodging accommodations over the weekend or during the break but, nevertheless, claim reimbursement from POST for subsistence on these days. The proposed amendment:

Procedure E  
5-7

- (3) For weekends and holidays, or split sessions, the expenses of travel to and from the trainee's headquarters and the training site may be reimbursed in lieu of subsistence to the extent that such travel expenditures do not exceed the amount that would be reimbursed for subsistence had the trainee selected to remain at the training site; this should be explained in the Comments section.

SECTION B

TECHNICAL AMENDMENTS

NOTE: The stars in the margins indicate substantive issues referred to in Section A.

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REGULATIONS

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CALIFORNIA ADMINISTRATIVE CODE

The Regulations of the Commission on Peace Officer Standards and Training are established and adopted in compliance with Sections 13506 and 13510 of the Penal Code of California.

The Regulations ~~have been~~ are codified in Title 11, Chapter 2 of the Administrative Code of California, originally effective October 23, 1960, and revised effective ~~September 15, 1976~~ January 1, 1979.

TITLE 11

PEACE OFFICER STANDARDS AND TRAINING

CHAPTER 2

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

1000. Objectives

The objectives of the Commission on Peace Officer Standards and Training are:

(a) To raise the level of competence of local law enforcement officers:

- (1) By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of city police officers and peace officer members of county sheriffs' departments and districts as authorized by law, and
- (2) By establishing minimum standards for training such officers.

(b) To provide such services to local law enforcement as are authorized by law.

1001. Definitions

(a) "Accredited College" is a community college, college or university accredited as such by:

- (1) The Department of Education of the state in which the community college, college or university is located, OR
- (2) ~~The~~ A recognized national or regional accrediting body, OR

1001. DEFINITIONS (continued)

- (3) The state university in the state in which the community college, college or university is located.
- (b) "The Act" refers to Part 4, Title 4 of the Penal Code of California, commencing at Section 13500 and entitled, "Standards and Training of Local Law Enforcement Officers."
- (c) "Assistant Department Head" is an officer occupying the first position(s) subordinate to a department head, and for which commensurate pay is authorized.
- (d) "Certified Course" is a formal program of instruction approved by the Commission.
- (e) "Commission" is the Commission on Peace Officer Standards and Training.
- (f) "Commuter Trainee" is one who attends a training course and ~~commutes~~ travels between his or her department or normal residence and the course site each day. ~~to and from the course site.~~
- (g) "Department" is a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, ~~or the California Highway Patrol,~~ or the University of California and the California State University and Colleges police.
- (h) "Department Head" is the chief of police, sheriff, or chief executive of a ~~law enforcement agency~~ department.
- (i) "First-Level Supervisory Position" is a position above operational levels for which commensurate pay is authorized, is ~~a position and is occupied by an officer who, in the upward chain of command, principally is responsible for the direct supervision of employees of law enforcement agencies a department or is subject to assignment of such responsibilities, and most commonly is the rank of sergeant/.~~ and for which commensurate pay is authorized.  
*Do not include line or line next*
- (j) "Full-time Employment" - As defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is tenured or has a right to due process in personnel matters; and, the employee is entitled to public safety workmans compensation and retirement provisions as are other full-time officer employees of the department.  
*★*
- (k) "High School" is a school accredited as a high school by the Department of Education of the state in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the state university of the state in which the high school is located.  
*★*
- (l) "Lateral Entry" refers to the appointment of an officer whose employment is based upon special qualifications and/or experience in the law enforcement field.  
*★*

1001. DEFINITIONS (continued)

- (m) (X) "Middle Management Positions" ~~are those is a positions with~~ supervisory and/or command responsibilities which are between first-level supervisory positions and the department head position as defined in this section, and for which commensurate pay is authorized/, occupied by an officer who, in the upward chain of command principally is responsible for supervisory and/or command responsibilities and most commonly is of the rank of lieutenant or higher.
- (n) (m) "Non-Sworn Personnel Performing Police Tasks." Non-sworn personnel performing police tasks are those full-time, non-peace officer ~~members~~ employees of participating ~~jurisdictions departments~~ for whom reimbursement may be claimed, based upon actual job assignment, as determined and approved by the Commission.
- (o) (m) "Officer" is a peace officer ~~member of~~ regularly employed and paid as such who is subject to assignment to the prevention and detection of crime and the general enforcement of the criminal laws of this state while employed by a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, or a peace officer regularly employed and paid as such who is employed by the California Highway Patrol the University of California, or the California State University and Colleges.
- (p) (s) "POST Administrative Manual (PAM)" is a document containing Commission Regulations, and Procedures and Guidelines which implement the Regulations.
- (q) (p) "Reimbursement" is the ~~money~~ financial aid allocated from the Peace Officer Training Fund, as provided in Section 13523 of the Act.
- (r) (q) "Reimbursement Plan" consists of a combination of training related expenditures showing the percentage of the amount for which reimbursement is made for each expenditure within the provisions established approved by the Commission.
- (s) (x) "Resident Trainee" is one who while away from his or her department or normal residence attends a training course and obtains takes lodging and meals at or near the course site for one or more days/nights.
- (t) (s) "Specialized Law Enforcement Agency" is:
- (1) ~~A~~ A segment of a agency which has policing or law enforcement authority imposed by law and whose employees are peace officers as defined by law;
  - (2) ~~A~~ A government agency engaged in the enforcement of regulations or laws limited in scope or nature; OR
  - (3) ~~A~~ A government agency that engages in investigative or other limited law enforcement activities in the enforcement of criminal law; AND

1001. DEFINITIONS (continued)

(4) ~~Which~~ is authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.

(u) ~~(t)~~ "Specialized Peace Officer" is a peace officer ~~member employee~~ of a specialized law enforcement agency authorized by the Commission to participate in the Specialized Law Enforcement Certification Program.

(v) ~~(u)~~ "Trainee" is an employee of a ~~department law enforcement agency~~ who is assigned to attend a POST-certified course.

1002. Minimum Standards for Employment

(a) Every officer employed by a department shall:

- (1) Be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record.
- (2) Not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state.
- (3) Be of good moral character as determined by a thorough background investigation as prescribed in PAM, Section C, "The Personal History Investigation." The background investigation shall be completed on or prior to the appointment date.
- (4) Be a high school graduate or have passed the General Education Development test with an overall score of not less than 45, and a standard score of not less than 35 on any section of the test, as established by the American Council on Education, or have attained a score on a written test of mental ability approved by the Commission and equivalent to that attained by the average high school graduate.
- (5) Be examined by a licensed physician and must meet the requirements prescribed in PAM, Section C, "Physical Examination."
- (6) Be interviewed personally prior to employment by the department head or his representative(s), to determine his the officer's suitability for the police service, as well as the officer's ~~including such things as the recruit's appearance, personality, maturity, temperament, background and ability to communicate.~~ This regulation may be satisfied by an member employee of the ~~law enforcement agency department~~ participating as a member of the officers oral interview panel.

1002. MINIMUM STANDARDS FOR EMPLOYMENT (continued)

- (7) Be able to read at the level necessary to perform the job of a peace officer as determined by passing a "professionally developed" examination designed to test this skill. A professionally developed examination shall be job related as required in Title VII of the Civil Rights Act of 1964 as amended and defined in Equal Employment Opportunity Commission guidelines. This requirement shall become effective on January 1, 1977.
- (b) It is emphasized that these are minimum entrance ~~requirements~~ standards and do not preclude ~~law enforcement agencies~~ departments from hiring the best qualified individuals ~~for the job.~~
- (c) Effective July 1, 1974, ~~A~~ all requirements of Section 1002 of the Regulations shall apply ~~in to each and every case of~~ lateral entry, ~~as defined in Section 1001 (k),~~ regardless of the rank to which the person is appointed, unless waived by the Commission. ~~This section does not apply to any person who was a regular, full-time officer, as defined in Section 1001 (n), prior to July 1, 1974.~~

★ 1003. Notice of Peace Officer Appointment/Termination

Whenever a<sup>n</sup> peace officer is newly appointed, ~~or~~ enters a department laterally or terminates, the department shall notify the Commission within 30 days of ~~the appointment~~ such action on a form approved by the Commission as prescribed in PAM, Section C, Notice of Peace Officer Appointment/Termination.

1004. Conditions for Continuing Employment

- (a) Every officer employed by a department shall be required to serve in a probationary status for not less than 12 months.
- (b) Every officer employed by a department shall at the date of hire or within 24 months have been awarded by an accredited college and/or university no less than 6 college and/or university semester units or 9 quarter units acceptable to the Commission.

1005. Minimum Standards for Training

- (a) Basic Course (~~x~~Required)

Penal Code Section 832.3 requires that officers of cities, counties and districts complete a course of training approved by the Commission on Peace Officer Standards and Training before exercising the powers of a peace officer. The course of training approved by the Commission is the Basic Course. Penal Code Section 832.3 further provides that officers who have not completed an approved course may exercise the powers of a peace officer while participating as trainees in a field training program approved by the Commission on Peace officer Standards and Training.



1005. MINIMUM STANDARDS FOR TRAINING (continued)

- (1) Every officer, except those participating as trainees in a POST-approved field training program, shall be required to satisfactorily meet the training requirements of the Basic Course before being assigned duties which include the prevention and detection of crime and the general enforcement of State laws.

Requirements for the Basic Course are set forth in PAM, Section D, "The Basic Course."


- (2) Agencies may assign newly appointed sworn personnel as peace officers for a period not to exceed 90 days from date of hire, without such personnel being enrolled in the Basic Course, if the Commission has approved a field training plan submitted by the agency and the personnel are full-time participants therein.

Requirements for POST-approved Field Training Programs are set forth in PAM, Section D, "Field Training Program".

- ~~(3) Reimbursement may be paid to jurisdictions which terminate a trainee or allow a trainee to resign prior to completion of the Basic Course provided the requirements of Section 1002(a)(1) through (6) have been completed prior to the date the course commences.~~

(b) Supervisory Course (Required)

- (1) Every officer promoted, appointed or transferred to a first-level supervisory position shall ~~have~~ satisfactorily completed ~~the Certified Supervisory Course~~ prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

- 
- (2) Every officer who is appointed or who will be appointed within 12 months to a <sup>first-level</sup> Supervisory position may attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the officer has been awarded or is eligible for the award of the Basic Certificate.

- ~~(2) Reimbursement may be granted only for officers who have been awarded or are eligible for the award of the Basic Certificate.~~

- (3) Requirements for the Supervisory Course are set forth in PAM, Section D, "The Supervisory Course."

(c) ~~Middle Management Course~~ (Required)

- (1) Every officer promoted, appointed or transferred to a ~~Middle Management~~ position shall ~~have~~ satisfactorily completed ~~the Certified Management Course~~ prior to promotion or within 12 months after the initial promotion, appointment or transfer.

1005. MINIMUM STANDARDS FOR TRAINING (continued)

- (2) Every ~~officers/ occupying~~ appointed to a first-level supervisory or higher positions/ or above may attend the ~~Middle-Management Course~~ and their ~~jurisdiction~~ may be reimbursed provided the officers/ ~~hasve~~ satisfactorily completed the ~~certified~~ Supervisory Course, ~~unless waived by the Commission or its equivalent.~~
  - (3) Requirements for the ~~Middle-Management Course~~ are set forth in PAM, Section D, "The ~~Middle-Management Course~~."
- (d) Advanced Officer Course (Required)
- (1) After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001 (i) shall satisfactorily complete ~~the~~ <sup>a</sup>certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.
  - (2) The above requirement may be met by satisfactory completion of any reimbursable course of 20 or more hours.
  - (3) Reimbursement for the Advanced Officer Course is provided as set forth in PAM, Section E, "Reimbursement Schedule."
  - (4) Requirements for the Advanced Officer Course are set forth in PAM, Section D, "The Advanced Officer Course."
- (e) Executive Development Course (Optional)
- (1) The Executive Development Course is designed for department heads. Every ~~officers/ occupying~~ appointed to a middle management or higher positions/ or above may attend and their ~~jurisdiction~~ may be reimbursed provided the officers/ ~~hasve~~ satisfactorily completed the ~~certified~~ Middle-Management Course. The Executive Development Course is optional.
  - (2) Requirements for the Executive Development Course are set forth in PAM, Section D, "Executive Development Course."
- (f) Technical Courses (Optional)
- (1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise. The courses are optional.
  - (2) Requirements for Technical Courses are set forth in PAM, Section D, "Technical Courses."
- (g) Special Courses ~~(Legislatively Mandated)~~
- (1) Special Courses are mandated by the Legislature.
  - (2) Requirements for Special Courses are set forth in PAM, Section D, "Special Courses."

1005. MINIMUM STANDARDS FOR TRAINING (continued)

(h) Seminars (Optional)

- (1) Seminars are designed to study and solve current and future problems encountered by ~~law enforcement agencies.~~ departments. Enrollment is open to any rank. Seminars are optional.
- (2) Requirements for Seminars are set forth in PAM, Section D, "Seminars."

(i) Field Management Training (Optional)

- (1) Field Management Training is designed to assist in the solution of specific management problems within individual ~~agencies~~ departments. The training is optional.
- (2) Participation requirements and procedures for Field Management Training are set forth in PAM, Section D, "Field Management Training."

1006. Extension of Time Limit for Course Completion

- (a) The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. Time extensions granted under this sub-section shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) The Commission may grant an extension of time for any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer ~~was~~ is unable to complete the required course within the time prescribed for reasons other than those specified in sub-section (a). In the event that an agency does not require an individual to complete the applicable training by the end of the extension period, such agency shall not be eligible for the reimbursement of any expenses which are incurred as a result of the training when it finally occurs.

1008. Waiver for Equivalent Training

The Commission may waive, ~~the requirement for an already trained officer,~~ the completion of any training course required by Section 1005 of the Regulations upon ~~presentation~~ acceptance of documentation ~~by evidence by~~ submitted by a department that ~~an~~ the officer has satisfactorily completed equivalent training.

#### 1010. Eligibility for Reimbursement

- (a) To be eligible for reimbursement, a jurisdiction must adhere to the minimum standards as defined in these Regulations for each ~~and~~ every officer employed. A jurisdiction shall be ineligible to receive reimbursement for any training if it:
- (1) Employs one or more officers who do not meet the minimum standards for employment, OR
  - (2) Does not require that ~~each and~~ every officer satisfactorily complete the required training as prescribed in these Regulations, OR
  - (3) Effective January 1, 1971 ~~has~~ <sup>✓</sup> has in its employ any officer hired thereafter January 1, 1971, who has not acquired the Basic Certificate within six months after date of completion of 12 months of satisfactory service from the date of hire, as attested to by the department head, OR
  - (4) Fails to permit the Commission to make such inquiries and inspection of records as may be necessary to verify claims for reimbursement and to determine whether the jurisdiction is, in fact, adhering to the Commission's Regulations.
- (b) ~~If/ in the judgment of it appears to~~ the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment, selection ~~and or~~ training, the Commission shall notify the jurisdiction of ~~said judgment~~ its concern and of its ~~the jurisdiction's probable ineligibility for reimbursement.~~ The Commission shall also request compliance. In the event that the jurisdiction fails to comply, the Commission ~~may shall~~ afford the concerned jurisdiction's official representatives the opportunity to appear before ~~it the Commission~~ and present appropriate whatever evidence or testimony. the jurisdiction may deem appropriate. in support of the claim. If the Commission finds that the standards have not been adhered to, it must, beginning with a date determined by the Commission, reject all of the jurisdiction's unpaid claims for reimbursement. A jurisdiction may be reinstated in the program and again become eligible for reimbursement when, in the opinion of the Commission, ~~it the jurisdiction~~ has demonstrated that it intends to will adhere to the prescribed standards. The period during which the jurisdiction shall remain ineligible for reimbursement shall be at the discretion of the Commission.

#### 1011. Certificates and Awards

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Professional certificates shall be considered to be awards for achievement and subject to denial or cancellation only if obtained through misrepresentation, fraud, or issuance due to administrated error.

1011. CERTIFICATES AND AWARDS (continued)

- (c) Basic, Intermediate, Advanced, Supervisorv, Management and Executive Certificates are ~~established~~ provided for the purpose of fostering professionalization, education and experience necessary to adequately accomplish the general police service duties performed by peace officers. ~~members of city police departments, county sheriff departments, districts, California state university and college police departments, University of California police departments, or by the California Highway Patrol.~~ Requirements for the Certificates are as prescribed in PAM, Section F, "Professional Regular Certification Program."
- (d) Specialized Law Enforcement Certificates are established for the purpose of fostering professionalization, education and experience necessary to perform adequately the duties of specialized public law enforcement services ~~such as those performed by special investigators, campus police, police officers of the California State Police Division, marshals, and such others~~ as may be deemed appropriate by the Commission. Requirements for Specialized Law Enforcement Certificates are set forth in PAM, Section F, "Specialized Law Enforcement Certification Program."
- ~~(e) Prior to the issuance of a Basic Certificate by the Commission, the department head shall attest that the officer for whom the certificate is being sought has completed a period of satisfactory service of not less than 12 months. This requirement shall apply also to an officer who enters a department laterally.~~

1012. Certification of Courses

- (a) The Commission may certify courses. Criteria for certification include, but are not limited to: a demonstrated need and compliance with minimum standards for curriculum, facilities, instructors and instructional quality.
- (b) Certification of courses may be revoked by action of the Commission when:
  - (1) There is no longer a demonstrated need for the course;
  - (2) There is failure to comply with standards set forth in (a) above; OR

1012. CERTIFICATION OF COURSES (continued)

- (3) There are other causes warranting revocation as determined by the Commission.

1013. Code of Ethics


The Law Enforcement Code of Ethics, as prescribed in PAM, Section C, "The Law Enforcement Code of Ethics," shall be administered as an oath to all trainees during the Basic Course or at the time of appointment.

1014. Training for Non-Sworn Personnel

- (a) Reimbursement shall be provided for the training of non-sworn personnel performing police tasks as determined by the Commission.

~~(b) Non-sworn personnel performing police tasks are described in PAM, Section E.~~


- (c) Request for Approval

-  (1) ~~In every case~~ Whenever it is necessary for the employing jurisdiction to obtain prior written approval of the Commission, it shall be obtained on an individual basis (See PAM, Section E-1). A request for approval must include:

- (a) The trainee's name and job title.  
(b) Job description.  
(c) Course title, location and dates of presentation.

- (2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

- (d) Reimbursement

 Reimbursement for non-sworn personnel ~~will be~~ is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement schedule for each course as set forth in PAM, Section E, "Reimbursement Schedule."

Note - No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005 except as provided in PAM, Section E-1 (f), "Training of Non-Sworn Personnel."

1015. Reimbursements

- (a) Proportionate Reimbursement

Reimbursements to cities, counties, and districts shall be granted by the Commission in accordance with Section 13523 Penal Code, which is quoted as follows:

1015. REIMBURSEMENTS (continued)

"The Commission shall annually allocate and the State Treasurer shall periodically pay from the Peace Officers' Training Fund, at intervals specified by the Commission, to each city, county, and district which has applied and qualified for aid pursuant to the chapter, an amount determined by the Commission pursuant to standards set forth in its regulations. The Commission shall grant aid only on a basis that is equally proportionate among cities, counties, and districts.

In no event shall any allocation be made to any city, county, or district which is not adhering to the standards established by the Commission as applicable to such city, county, or district."

(b) Claim for Reimbursement

Claims must be ~~forwarded~~ submitted on forms provided by the Commission and received no later than ninety days after the completion of a certified course.

Effective January 1, 1975, all claims eligible for reimbursement, for training expenditures, from the Peace Officer Training Fund for training which occurred after January 1, 1975, are subject to the following provisions:

- (1) Claims ~~forwarded~~ received more than 90 days, but less than 180 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount.
- (2) Claims ~~forwarded~~ received more than 180 days following the completion of a certified training course shall not be reimbursed.

(c) ~~Trainees~~ Training Expenses May Be Claimed Only Once

When a trainee has attended a course certified by the Commission for which reimbursement has been legally claimed ~~or~~ and paid, an employing jurisdiction may not ~~submit a claim for~~ receive reimbursement for repetition subsequent attendance of the same course unless attendance of the course is authorized to be repeated periodically, such as for Seminars, ~~or~~ Advanced Officer Courses, ~~Exceptions may be authorized by the~~ Commission and selected Technical Courses which deal with laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change.

1015. REIMBURSEMENTS (continued)

(d) Reimbursement Limited to Actual Expenses

Reimbursement is provided only for expenses related to attendance of POST certified courses. Reimbursement is limited to expenses as authorized in PAM, Section E, or actually incurred expenses which are approved by the Commission, whichever is less. or any portion thereof actually incurred by a jurisdiction and approved by the Commission. Reimbursement may be provided only for training acquired in an on-duty status.

(e) Reimbursement may be provided only for training acquired in an on-duty status.

(f) (e) A schedule setting forth of reimbursements allowed for each course or program certified by the Commission is set forth in PAM, Section E, "Reimbursement Schedule Plan and Rates."

(g) Reimbursement may be paid to a jurisdiction which terminates a trainee or allows a trainee to resign prior to completion of a certified Basic Course provided the requirements of Section 1002(a) (1) through (6) have been completed prior to the trainee's appointment date and the date the course began.

(h) Reimbursement may be paid to a jurisdiction when a trainee fails a certified Basic Course only because of not passing a locally-required training subject(s), but the trainee otherwise satisfactorily completed the course. (See PAM, Section E-5-3-d2)

1016. Services Provided by the Commission

(a) In accordance with Section 13513 Penal Code, upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdictions for the purpose of improving the administration, management, or operations of a police agency, and may aid such jurisdiction in implementing improved practices and techniques in accordance with Commission policy and guidelines for the counseling service.

(b) In accordance with Section 13503(e) Penal Code, the Commission may develop and implement programs to increase the effectiveness of law enforcement, and when such programs involve training and education courses to cooperate with and secure the cooperation of state-level officers, agencies, and bodies having jurisdiction over systems of public higher education in continuing the development of college-level training and education programs.

(c) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the Act.



## Reimbursements

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REQUIREMENTS FOR REIMBURSEMENT

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## Purpose

1-1. Reimbursement Requirements: The purpose of this Section is to provide ~~agencies~~ departments participating in the POST program with general information ~~on~~ about procedures to be followed in claiming reimbursement from the ~~Peace~~ Officers' Training Fund for ~~costs~~ expendeditures in training police personnel.

## Eligibility for Reimbursement

1-2 Eligibility: As provided in Sections 13507, 13510 and 13522 Penal Code, cities, counties, and districts which, by formal agreement with the Commission, adhere to the standards for recruitment and training as established by the Commission, may be reimbursed from the Peace Officers' Training Fund for allowable ~~costs~~ expendeditures for the training of their personnel in POST certified courses.

## Requirements Relating to Reimbursement

1-3 Specific Requirements: The following specific requirements relating to reimbursement are indicated in the Commission Regulations:

- a. Basic Course: Every officer must satisfactorily complete the ~~certified~~ Basic Course as specified in Section 1005 (a)(1). ~~In compliance with Section 1005(a)(3) of the Regulations, reimbursement may be paid to jurisdictions which terminate a trainee or allow a trainee to resign prior to completion of the Basic Course, provided minimum standards for employment, of Section 1002 (a)(1) through (6), have been completed prior to the date the course commences.~~
- b. Supervisory Course: Every officer promoted, appointed or transferred to a first-level supervisory position shall ~~have~~ satisfactorily completed ~~certified~~ the Supervisory Course prior to or within 12 months after the initial promotion, appointment or transfer to such position.

~~An officer occupying a non-supervisory position may attend the Supervisory Course.~~

1-3. SPECIFIC REQUIREMENTS (continued)

Section 1005 (b) of the Regulations ~~grants permits~~ reimbursement for the attendance of a certified Supervisory Course provided the trainee is appointed or who will be appointed within 12 months to a supervisory position and has satisfactorily completed the certified Basic Course, or its equivalent been awarded or is eligible for the award of the Basic Certificate.

- c. Middle Management Course: Every officer promoted, appointed or transferred to a middle management position shall ~~have~~ satisfactorily completed ~~certified Middle the~~ Management Course prior to or within 12 months after the initial promotion, appointment or transfer.

An officer ~~occupying~~ appointed to a first-level supervisory or higher position may attend the Middle Management Course, and reimbursement may be paid.

Section 1005 (c) of the Regulations ~~grants permits~~ reimbursement for the attendance of a certified Middle Management Course provided the trainee has satisfactorily completed ~~certified the~~ Supervisory Course or its equivalent.

- d. Advanced Officer Course: After July 1, 1971, each and every officer below the rank of first-level supervisory position as defined in Section 1001 (i) shall satisfactorily complete ~~the~~ a certified Advanced Officer Course of 20 or more hours at least once every four years after completion of the Basic Course.

Section 1005 (d) of the Regulations allows the requirements of the Advanced Officer Course to be met by satisfactory completion of any certified Technical ~~course~~ of 20 or more hours.

- e. Executive Development Course: The Executive Development Course is designed for department heads.

An officer ~~occupying~~ appointed to a middle management position or above may attend the Executive Development Course, and reimbursement may be paid.

Section 1005 (e) of the Regulations ~~grants permits~~ reimbursement for attendance of a the-certified Executive Development Course provided the officer has satisfactorily completed ~~certified Middle the~~ Management Course. The Executive Development Course is optional.

- f. Training for Non-Sworn Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks. ~~as determined by the Commission.~~

1. The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.

1-3. SPECIFIC REQUIREMENTS (continued)

2. Non-sworn personnel may attend the courses identified in Section 1005 (a) (b) (c) (d) (e) but normally reimbursement shall not be provided. Notwithstanding the provisions of Regulations 1015 (b), reimbursement for expenditures related to a successfully completed certified Basic Course may be claimed after a non-sworn employee is appointed as a peace officer and the basic training was completed not more than two fiscal years prior to the submission of the claim for reimbursement.
3. For attendance of certified Basic Course and for attendance with reimbursement for training which is not specific to one of the job classes enumerated hereafter, the employing jurisdiction must obtain prior approval of from the Commission on an individual basis. A request for approval must include: the trainee's name and title, job description, course title, school and dates of presentation. The request must reach the Commission 30 days prior to the starting date of the course, as specified in Section 1014 of the Regulations.
4. Persons who are to be assigned or are assigned to the following tasks are eligible, without prior approval from POST, to attend training courses, as provided by Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions persons eligible: Examples are:

Complaint Dispatcher  
Criminalist  
Community Service Officer  
Fingerprint Technician  
Jailer and Matron  
Traffic Director and Control Officer  
Parking Control Officer  
Polygraph Examiner  
Administrative Positions

- g. **Field Management Training:** Field Management Training is designed to assist individual agencies in the solution of specific management problems, as specified in Section 1005 (i) of the Regulations.

Field Management Training must be approved for reimbursement in accordance with Commission Procedure D-9.

- h. **Trainee May be Claimed Only Once:** When a trainee has attended a course, certified by the Commission, for which reimbursement has been legally claimed ~~or~~ and paid, an employing jurisdiction may not ~~submit a claim for~~ receive reimbursement for repetition of the same course unless the course is authorized to be repeated periodically, ~~such as~~

1-3. SPECIFIC REQUIREMENTS (continued)

For example, Seminars, or Advanced Officer Courses, and selected Technical Courses/ which deal with topics, laws, court decisions, procedures, techniques and equipment which are subject to rapid development or change.

- i. On-Duty Status: Section 1015 (d) (e) of the Regulations provides that reimbursement will be made only for trainees attending certified courses in an "on-duty" status or when appropriate overtime or compensatory time off is authorized. This does not preclude attendance of at a POST certified course, for which reimbursement is not claimed, on the employee's own time.
- j. Federal or Other Funded Programs: A jurisdiction which employs full-time, a trainee whose salary is paid by a source other than the employing jurisdiction, such as a federal grant or other funded program, is not eligible to receive POST reimbursement for the trainee's salary or other expenditures covered by the grant. However, the employing jurisdiction may be reimbursed for allowable actually incurred expenses by and for the trainee incurred for subsistence, travel, tuition and a percentage of any salary paid exclusive of the employing jurisdiction's match, and that is not covered by the grant. ~~dependent upon the reimbursement plan approved by the Commission.~~
- k. Trainee Must Complete the Course: Within the provisions established by the Commission, a jurisdiction is eligible to receive reimbursement for training ~~costs~~ expenditures provided the trainee satisfactorily completes the POST certified training course. The only Exceptions are the Basic Course; and in addition Motorcycle Training which are as explained in Commission Procedure PAM, Section E-4 5-3(g) (1, 2 and 3).
- l. The department submitting a claim for reimbursement of training expenditures shall for audit purposes retain, for three fiscal years, (July 1 through June 30) all records and receipts, for such expenditures paid to, by or for the trainee as hereinafter specified. E5-7a, and 7g, 7h, 7i, 7j. <sup>bc,d k and e</sup>
- m. Reimbursement provided by POST to a jurisdiction for tuition, meals, lodging, and other travel-related expenses shall not exceed the amounts actually paid for or to the trainee, and shall not exceed the rates or allowances otherwise generally authorized by the jurisdiction.

## Reimbursements

## REIMBURSEMENT PLANS AND RATES

## Purpose

2-1. Reimbursement Plans and Rates: This Commission Procedure explains the various levels of reimbursement based upon "reimbursement plans." ~~The relationship between a training course and its designated plan for reimbursement is discussed with reference to completion of claim forms is also explained.~~ (POST 2-101 and 2-102). ~~It also discusses This Commission procedure states reimbursement rates, and the current amounts approved.~~

## Reimbursement Plans

2-2. Reimbursement Plans: POST reimbursement for training ~~costs to expenditures of local agencies departments~~ is based on reimbursement schedules known as ~~"plans"~~. Each ~~plan~~ varies in the amount and/or category of reimbursement provided. The categories of expenditures ~~approved~~ for reimbursement from the Peace Officer Training Fund are:

- a. Subsistence
- b. Travel
- c. Tuition
- d. Salary

There are four reimbursement plans which are designated as I, II, III, and IV. ~~Each reimbursable~~ Most training courses certified by POST ~~is~~ are reimbursed under one or more of the following plans:

<u>Plan I</u>	<u>Plan II</u>	<u>Plan III</u>	<u>Plan IV</u>
Subsistence	Subsistence	Subsistence	Subsistence
Travel	Travel	Travel	Travel
Tuition	Salary	Tuition	
Salary			

Each plan ~~has application within~~ is subject to the provisions established by the Commission as outlined in Commission Procedure E-4-5.

2-3. Where to Obtain Training Course Information: Information ~~on~~ regarding training courses and the ~~plan~~ under which each is ~~given~~ presented, is disseminated to the local agencies in several ways. e.g.,:

2-3. WHERE TO OBTAIN TRAINING COURSE INFORMATION: (continued)

a. ~~/~~ The POST Administrative Manual, Section D, Certified Courses, D-14

~~b. /~~ In POST Scripts, ~~a~~ the quarterly newsletter published by POST

~~c. /~~ ~~Ø~~ Obtained by contacting the school or course coordinator

~~d. /~~ ~~Ø~~ Obtained by contacting POST Headquarters at 7100 Bowling Drive, Sacramento, CA 95823, or phoning (916) 322-2180.

Rate of Reimbursement

2-4. Reimbursement Rates Established Annually by Commission: The Commission annually establishes the amount of reimbursement for categories of training expenditures. Reimbursement plans are in effect for ~~a~~ one fiscal year, July 1, to June 30, unless modified by Commission action.

2-5. Notification of Reimbursement Percent Rate: Local jurisdictions and districts participating in the POST program will be notified by the Commission at least 60 days prior to July 1 as to the percentage rate of reimbursement for ~~cost~~ expenditures of for meals and lodging, travel, tuition or ~~and~~ salary.

2-6. REIMBURSEMENT RATES ~~FOR 1976~~ ~~77 FISCAL YEAR~~

SUBSISTENCE

Resident Trainee: 100% of daily actual expenses of the trainee for subsistence within the provisions as established by the Commission, not to exceed \$28 \$40, per day from the time/date the course begins until the time/date the course ends.

Reimbursement of subsistence expenditures for a resident trainee is allowable, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters or home, whichever distance is less. Exceptions in hardship cases may be granted. NOTE: PAM, Procedure, 5-6)

2-6. REIMBURSEMENT RATES FOR 1976 - 77 FISCAL YEAR (continued)

Commuter Trainee:

~~Daily~~ Actual travel expenses, and meal allowance for the trainee within the provisions as established by the Commission; ~~expenses~~ not to exceed ~~\$3 \$5~~ daily ~~per day~~ <sup>plus actual expenses</sup> from the ~~time~~ date the course begins until the ~~time~~ date the course ends.

TRAVEL:

~~Common carrier transportation reimbursed at 100% of allowable actual cost expenditures for common carrier transportation.~~

Auto Travel: 100% of allowable actual cost expenditures not to exceed ~~15¢~~ 20¢ per mile. (Note: E5-7H)

TUITION

100% of tuition ~~cost~~ expenditures as approved by the Commission.

SALARY

The percent of reimbursement for the trainee's salary for the 197677-7778 Fiscal Year shall be ~~40%~~ 60%. ~~The Plans for which salary may be reimbursed are indicated below:~~

Plan I ~~40%~~ 60% salary  
Plan II ~~40%~~ 60% salary  
Plan III ~~No salary reimbursed~~  
Plan IV ~~No salary reimbursed~~

Reimbursements

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JOB SPECIFIC TRAINING - REIMBURSEMENT

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Certain technical courses are designated as "Job Specific" and reimbursement of salary is authorized as well as the other allowable training related expenses. An individual may attend only one Job Specific course for which salary reimbursement may be claimed during a fiscal year (July 1 through June 30). When additional courses designated as Job Specific are attended by an individual during the same fiscal year, salary reimbursement is not authorized, but per diem, and allowable tuition and travel expenses may be claimed.

Technical courses which are designated as Job Specific are listed as Plan I or II.

When two or more technical courses which are designated as Job Specific are attended by an individual during the same fiscal year, a claim for reimbursement for the second course, etc., listed as Plan I, must be submitted as Plan III; and in similar circumstances, a claim for a course listed as Plan II must be submitted as Plan IV.

Refer to the catalog of certified courses in POST Administrative Manual to determine which plan applies to specific technical courses.



## Reimbursements

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SUBMITTING CLAIMS AND RECEIVING REIMBURSEMENTS

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## Purpose

- 4-1-3-1. Reimbursement Claims: This Commission Procedure describes how ~~agencies departments~~ may claim reimbursement for training expenses of a trainee and sets time limitation for submission of claims.

## Submission of Claims

- 4-2-3-2. Claim Submitted on POST-Provided Forms: In order for a ~~local jurisdiction or district~~ department to obtain reimbursement to its jurisdiction for costs expended ~~editures~~ in the training of ~~its police personnel~~, a claim for reimbursement must be submitted, on the forms provided, to the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, California 95823.

- 4-3-3-3. Two Forms Used for Each Claim: There are two forms to be used when submitting claims for reimbursement.

They are:

TRAINING EXPENSE CLAIM	(Yellow)	POST 2-101
CLAIMS SUMMARY	(Pink)	POST 2-102

The Training Expense Claim (yellow) is to be completed, in duplicate, by each trainee attending a POST certified course. The completed form is designed to provide ~~s~~ information about the course, and the amount and type of expenditures made by and for the trainee. Instructions for using the Training Expense Claim form are set forth in Commission Procedure E-~~4~~ 5.

The Claims Summary (pink) form is designed to summarize ~~s the total allowable costs expenditures~~ as shown on the Training Expense Claims, for a specific training course. Instructions for using the Claims Summary form are set forth in Commission Procedure E-~~5~~ 6.

- 3-4. ~~Multiples of Each Form Required: For e~~ Each claim submitted to POST ~~the claim must~~ consist contain of:

- a. Training Expense Claim (yellow) in duplicate for each trainee for which reimbursement is claimed.

Example: If an ~~agency~~ department sends three trainees to a specific training course, a separate Training Expense Claim must be submitted in duplicate for each trainee.

- b. The Claims Summary (pink) in triplicate, summarizing the expenditures shown on the Training Expense Claim (yellow) forms.

3-5. ~~White Copies Paper Reproductions of the POST Forms Are Not~~ Acceptable: When submitting the Training Expense Claims (yellow) and Claims Summary (pink), do not send white paper copies. The proper color of the paper for the forms is a necessary ~~factor in their for~~ processing. If it is necessary to send copies other than POST-provided forms, paper matched to the color of the POST forms is acceptable.

3-6. One Training Course Per Set of Forms: Only one course presentation for which reimbursement is requested can be shown on the one set of forms. Separate sets of forms must be submitted for each training course attended by a trainee.

3-7. Additional Forms Obtained From POST: If additional Training Expense Claim, POST 2-101, or Claims Summary, POST 2-102, forms are needed, please contact POST Administration Division, 7100 Bowling Drive, Sacramento, CA 95823, or phone (916) 322-2235.

3-8. Time Limitation on Submission of Reimbursement Claims: Effective January 1, 1975, claims for reimbursement must be ~~forwarded~~ to received by POST no later than 90 days after the completion of a certified course in accordance with Section 1015 (b) of the Commission Regulations. Claims ~~forwarded~~ received between 90 and 180 days following the date of completion of a certified training course shall be reduced by 25% of the approved reimbursable amount. Claims ~~forwarded~~ received more than 180 days following the completion date of the certified training course shall not be reimbursed. The Commission has not provided for any exceptions or special considerations.

3-9. Payment of Claims for Reimbursement: Claims for reimbursement received and approved within a given quarter are paid approximately six weeks after the end of the quarter. The fiscal year is divided into four quarters.

July 1 through September 30  
October 1 through December 31  
January 1 through March 31  
April 1 through June 30

## Reimbursements

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TRAINING EXPENSE CLAIM, POST 2-101

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## Purpose

5-1 4-1. Training Expense Claim: This Commission Procedures provides instructions for the completion of each item on the Training Expense Claim, POST 2-101, ~~as well as~~ and rules ~~applying to~~ for each category of reimbursement.

## Instructions for Completion Form 2-101

5-2 4-2. Form Completion: The Training Expense Claim, POST 2-101, is a structured form ~~which that~~ is to be prepared in duplicate by each trainee when submitting a reimbursement claim for training expense:

- a. The upper part of the form ~~has~~ provides a series of lettered spaces, "A" through "N", on which to record information for identification purposes.
- b. The middle part of the form ~~has~~ provides numbered lines, 1 through ~~13~~ 14, for recording information pertaining to expenditures for training.
- c. Line ~~14~~ 15 is to be signed by the trainee who attended the POST ~~approved~~ certified training course for which the claim is made.

5-3 4-3. Identification Information, Spaces A through N: It is necessary that accurate information be provided to identify the trainee, the ~~agency department and the specific training course taken~~ attended. The following instructions for providing this information apply to lettered spaces A through N on the Training Expense Claim, POST 2-101.

- a. Space A - Agency Claiming Reimbursement: Enter the name of the agency claiming reimbursement.
- b. Space B - Course Control Number: The Course Control Number is a nine digit number assigned by POST to each training course for the purpose of identification. The first three digits identify the training institution; the second three digits identify the course ~~title~~ category; and the last three digits identify the course presentation. The trainee should obtain the Course Control Number from the course training ~~coordinator~~ while the training is in session. The claim

4-3. IDENTIFICATION INFORMATION, SPACES A THROUGH N: (continued)

will not be reimbursed by POST unless the Course Control Number is shown on the claim. If a claim is submitted to POST without the Course Control Number, it the claim will be returned to the submitting agency department.

- c. Space C - Title of Course as Certified by POST: Enter the certified course title. It must be the same as that shown in the Certified Course Catalog. The certified ~~course~~ title can be obtained from the ~~coordinator~~. Do not depend on brochures and other course advertisements as the source for authorized course titles.

Correct Example of Titles: Basic Course, Supervisory Course, Management Course, Advanced Officer Course, Field Training Officer Course, and Executive Development Seminar.

- d. Space D - Total Course Hours Completed: Enter the actual number of course hours that the trainee completed. At the time of completion of the training course, the course training coordinator will provide the trainee with the actual number of course hours the trainee completed.

- e. Space E - School or Agency Certified to Present Course: Enter the name of the school, academy or organization ~~certified authorized by POST, as shown in the Certified Course Catalog, to present the training course.~~ POST has assigned to each training institution in the State of California an identification number. ~~as follows:~~

- (1) ~~The first three digits of the Course Control Number is the training institution identification number.~~ The name of the school shown in ~~Box~~ Space E must be the same as the training institution, as indicated by the first three digits of the Course Control Number entered in Box Space B.
- (2) A listing of all the training institutions with their identification numbers is shown in the Certified Course Catalog, Section D of PAM. Using the first three digits of the Course Control Number, locate in the Section Catalog the name of the training institution that presented the course.

- f. Space F - Starting Date and Time of Course: Enter the actual starting date and time of course.
- g. Space G - Ending Date and Time of Course: Enter the date and time the course actually ended. If trainee did not complete the course, indicate in the Comments section the last day of attendance. Reimbursement for training will not be made if trainee does not satisfactorily complete the course, with the following exceptions:

- (1) Basic Course: If trainee is separated from the department before completion of the a certified Basic Course, the date of the separation should be noted under Comments section on Line 13, the circumstances for the trainee's termination, and whether or not that the requirements of Section 1002 (a)(1) through (6) have been were completed prior to the trainees appointment date and the date the course began.
- (2) Basic Course: If the trainee failed a certified Basic Course only because of not passing any locally-required training subject, state in the Comments Section, "Failed, because of not passing locally-required training subject(s), but otherwise satisfactorily completed the course. See attached statement from trainer." Attach the statement from the trainer that the trainee satisfactorily completed all of the minimum requirements as provided in PAM, Section D-1.
- (3) (2) Motorcycle Training: If a trainee ~~assigned to in a~~ certified motorcycle training course fails to complete the course, the last day of training and the circumstances that made it necessary for training to be discontinued should be noted in the Comments on Line 13 section.
- h. Space H - Name of Trainee-Rank/Classification: Enter the last name first, followed by first name and middle name or initial. Give the trainee's present rank or classification.
- i. Space I - Date Appointed to Rank: Enter the date the trainee was appointed to the present rank or classification.
- j. Space J - Previously Employed Under Name Of: Enter any name(s) used by which the trainee is or has been employed. This has special application to a woman whose name has been changed by marriage, or anyone who has legally changed his/her name.
- k. Space K - Social Security Number: The trainee's social security account number should be entered/ for listing on appropriate records.
- l. Space L - Employment Status: Check the box indicating whether the trainee is "Full-time Sworn" or "Full-time Non-Sworn." In order to obtain reimbursement for training of non-sworn personnel, Commission Regulation 1014 (c) stipulates that when approval is necessary, it must be obtained 30 days prior to the starting date of the course.
- m. Space M - Date Employed: Enter the month, day and year the trainee was employed ~~with by the~~ present employer. If the trainee is sworn, enter the date hired as a sworn officer. If the trainee is non-sworn, enter the date first hired.

5-34-3. IDENTIFICATION INFORMATION, SPACES A THROUGH N: (continued)

n. Space N - Date of Birth: Enter the trainee's date of birth by month, day and year.


5-44-4. Expenditure Information: There are four major categories of expenditures ~~that cover all costs~~ for which ~~an agency a department~~ may claim reimbursement. To simplify the preparation of the Training Expense Claim, each category of reimbursement is shown on numbered lines. The steps for the completion of each line are described in paragraph ~~4-6~~ 5-7.

The four categories of expenditures are:

Subsistence	Lines 1 - 2 - 3 - 4
Travel	Lines 5 - 6 - 7 - 8 - 9 - 10
Tuition	Line <del>10</del> <u>11</u>
Salary	Line <del>11</del> <u>12</u>

5-5. Resident Trainee and Commuter Trainee Definitions:

- a. Resident Trainee Definition: A resident trainee is one who while away from his or her department or normal residence attends a training course and takes lodging and meals at or near the course site for one or more days/nights.
- b. Commuter Trainee Definition: A commuter trainee is one who attends a training course and travels between his or her department or normal residence and the course site each day.

 5-64-5. Maximum Reimbursable Hours: ~~The courses listed below have a~~ The maximum number of hours that may be reimbursed for the courses is listed below. Actual expenses incurred by and for the trainee for subsistence, ~~commuter~~ travel or and salary may be claimed, within the provisions established by the Commission, up to the date and time the maximum number of reimbursable hours is completed. ~~Subsistence and commuter travel for the Basic Course are reimbursable for a maximum of 10 weeks.~~ In addition, reimbursement of subsistence expenditures for a resident trainee is allowable, not to exceed an aggregate time period of 24 hours, while enroute to and from the course site and the trainee's headquarters or home, whichever distance is less. Exceptions in hardship cases may be granted.

5-6 4-5. MAXIMUM REIMBURSABLE HOURS (continued)

	Maximum Hours
Basic	400
Advanced Officer	40
Supervisory	100
Middle Management Course	120
Executive Development Course	120
Management, Supervisory and Executive Seminars	40

5-7 4-6. Instructions for Lines 1 through 13 14: On the following lines 1 through 14 enter the expenditures for the training course. Complete the lines for which allowable expenditures by and for the trainee were made in accordance with the applicable course reimbursement plan. In the right amount column, enter the amount of sums for expenditures for which reimbursement is requested. If no reimbursement is claimed on a given line, place an "x" in the column contiguous to the amount column. This is done to assure ensure that the submitting agency has not overlooked an expenditure for which reimbursement may be claimed.

- a. Line 1 - Subsistence: Check either one of the two boxes. Both boxes may be checked only if the officer trainee attended part of the course as a resident trainee and part of the course as a commuter trainee. In the Comments Section, line 13, indicate the dates and times the trainee was a resident and the dates the trainee commuted.

A trainee attending a one-day course is considered eligible for only one day of commuter allowance. (See Procedure 5-7d)

~~Resident Trainee~~

~~Commuter Trainee~~

(1) ~~Resident Trainee Definition: A resident trainee is one who attends a training course and has lodging and meals at or near the course site.~~

(2) ~~Commuter Trainee Definition: A commuter trainee is one who attends a training course and commutes each day to and from the course site.~~

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~~No r Reimbursement of expenditures of a resident trainee is allowable (see Procedure E-2-6 and E-5-6) for subsistence, not to exceed 24 hours, while traveling to and from the course. site, such expenditures should be explained in the Comments Section.~~

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For audit purposes the agency is responsible for retaining all records of costs amounts paid to the trainee by the agency.

5-7 4-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- b. Line 2 - Resident Trainee - Actual ~~Cost~~ Expenditures of Lodging and Meals Allowable at Other Than School: The rate of reimbursement shall not exceed ~~\$28~~ \$40 per day. Reimbursement ~~will be~~ is granted for the actual ~~cost~~ expenditures of lodging, and meals, not to exceed the ~~maximum~~ subsistence allowance<sup>course related</sup> computed for the entire period from the date/time the course is scheduled to begin until the course is scheduled to end or until the course has reached the maximum reimbursable hours. It is stressed that only that amount actually expended for lodging and meals may be claimed.

Compute ~~the~~ <sup>course related</sup> subsistence reimbursement in full 24-hour segments, leaving any partial days to be computed at the end. Keep in mind those courses with maximum reimbursable hours. See Maximum Reimbursable Hours, Commission Procedure ~~§ E4-5~~ E5-6.

*Insert form #38 →*  
Example for Determining Subsistence:

Computing subsistence for resident trainees is illustrated in the following example:

Suppose that a trainee attended a training course that began on Monday at 9 a.m. and that concluded the following Wednesday at 4 p.m.

<u>Sunday 4 p.m. to Monday 9 a.m.</u>	<u>\$28.33</u>	<u>(17 hours)</u>
<u>Subsistence in travel from headquarters to training site</u>		
<u>Monday 9 a.m. to Tuesday 9 a.m.</u>	<u>\$40.00</u>	<u>(24 hours)</u>
<u>Tuesday 9 a.m. to Wednesday 9 a.m.</u>	<u>\$40.00</u>	<u>(24 hours)</u>
<u>Wednesday 9 a.m. to Wednesday 4 p.m.</u>	<u>\$11.67</u>	<u>( 7 hours)</u>
<u>Wednesday 4 p.m. to Wednesday 7 p.m.</u>	<u>\$ 5.00</u>	<u>( 3 hours)</u>
<u>Subsistence in travel from training site to headquarters</u>		

TOTAL \$125.00

Whenever meals and/or lodging are furnished without charge to trainees, appropriate deductions shall be made from the subsistence claimed.



ENROUTE SUBSISTENCE EXPENDITURES AND TIMELY DEPARTURES AND ARRIVALS:

Trainees are expected to depart from their residence or headquarters at the latest reasonable hour that will allow them to arrive at their destination at a reasonable time.

When the training is completed, trainees shall return promptly to their residence or headquarters, or adjust their subsistence claim accordingly.

~~To compute maximum subsistence for residents, use the following example:~~

~~Suppose that a trainee attended a training course that began on Monday at 9:00 a.m. and concluded the following Wednesday at 4:00 p.m.~~

<del>Monday, 9 a.m. to Tuesday, 9 a.m.</del>	<del>\$28.00 (24 hours)</del>
<del>Tuesday, 9 a.m. to Wednesday, 9 a.m.</del>	<del>28.00 (24 hours)</del>
<del>Wednesday 9 a.m. to 4 p.m.</del>	<del>8.17 (7 hours)</del>
<del>MAXIMUM ALLOWANCE</del>	<del>\$64.17</del>

~~For a fractional part of a day, the following hourly allowances are authorized:~~

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
1/2	\$ .58	9	\$ 10.50	17	\$ 19.84
1	1.17	10	11.67	18	21.00
2	2.34	11	12.84	19	22.17
3	3.50	12	14.00	20	23.34
4	4.67	13	15.17	21	24.50
5	5.84	14	16.34	22	25.67
6	7.00	15	17.50	23	26.84
7	8.17	16	18.67	24	28.00
8	9.34				

HOW TO COMPUTE SUBSISTENCE FOR THE RESIDENT TRAINEE

Subsistence while in travel to and from the course site, not to exceed 24 hours in the aggregate is allowed, all other subsistence expenses are to be figured from the date and time the course is scheduled to begin (and actually begins) until the date and time the course ends. In computing maximum subsistence for lodging and meals, one full subsistence allowance of \$40 will be paid for each full 24-hour day. For a fractional part of a day, the following hourly allowances are authorized:

<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>	<u>Hours</u>	<u>Amount</u>
1/2	\$ .84	9	\$ 15.00	17	\$ 28.33
1	1.67	10	16.67	18	30.00
2	3.33	11	18.33	19	31.67
3	5.00	12	20.00	20	33.33
4	6.67	13	21.67	21	35.00
5	8.33	14	23.33	22	36.67
6	10.00	15	25.00	23	38.33
7	11.67	16	26.67	24	40.00
8	13.33				

5-7 4-6. INSTRUCTIONS FOR LINES 1 THROUGH 13 14 (continued)

- c. Line 3 - Resident Trainee - ~~Cost of~~ Expenses for Lodging and Meals as Charged by the School: Refer to Maximum Reimbursable Hours, Commission Procedure ~~E4-5~~ E5-6.

(1) If the school indicates ~~it is required~~ that the trainee must reside in accommodation arranged by the school for the entire course, no other costs expenditures while in training for subsistence are allowable. However, if the trainee has the option of residing at the school or using ~~motel~~ commercial or other accommodations near the course site, such accommodations may be ~~utilized~~ used and reimbursement will be made for subsistence covering allowable expenses not to exceed the maximum as explained in instructions for Line 2. When the school ~~does not~~ arranges for accommodations ~~necessary to complete~~ for less than the entire course, the trainee may use other outside accommodations to the extent necessary and enter the expenditures ~~costs~~ on lines 2 and 3 as applicable. This combination, when totaled, shall not exceed the maximum allowable subsistence allowance.

(2) Retreats - ~~A retreat is a location for instruction other than where the main portion of the course is being held. It is usually two to three days in length. A retreat is a training event usually conducted at an isolated location which may be away from the campus of the presenter of the course. The length of a retreat is usually two or more days which may involve more than a normal number of daily instructional hours. When it is necessary for a trainee to reside in at the location of a retreat, actual allowable daily expenses of lodging and meals may be claimed. The total retreat and resident costs expenditures for lodging, and meals cannot exceed the maximum allowable subsistence allowance. Please note in the Comments Section + The amount which is being claimed as "Retreat Expense/" should be noted in the Comments Section.~~


- d. Line 4 - Commuter Trainee - ~~Meal Costs~~ Expenses Only: Refer to Maximum Reimbursable Hours, Commission Procedure, ~~E-4-5~~ E-5-6. A Reimbursement may be provided for a commuter trainee ~~may be reimbursed for the trainee's actual cost of expenditures for meals not to exceed an allowance of \$3.00-\$5.00 per instructional day from the time date the course begins until the date time the course ends. Meal costs-Expenditures for meals taken before a course starts or after a course ends are not reimbursable.~~

A trainee attending a one-day course is considered eligible for only one day of commuter meal allowance.

5-7 -4-6. INSTRUCTIONS FOR LINES 1 THROUGH 13-14 (continued)

~~A trainee attending a course starting at 6:00 p.m., or after, is not eligible for commuter allowance for that day.~~

- e. Line 5 - Travel: The category of travel provided is used to account for all modes of transportation including air, auto and other types of surface travel conveyance. The mode of transportation selected should be the least expensive, except as provided below. Auto or other surface travel ~~should~~ shall not be used claimed when commercial air transportation is conveniently available at lesser cost. In those cases instances when the where cost of commercial air transportation plus necessarily related surface travel is less than auto, or other surface travel, POST will reimburse only to the level of ticket cost the expenditure for commercial air travel at coach-class/ plus necessarily related surface travel. flight.

 Notwithstanding the provisions of the preceding paragraph, when two or more trainees travel together in one auto, or when departure times for scheduled commercial air transportation necessitates greater subsistence/travel expenditures than would result were auto or other surface conveyance used, mileage to and from the training site and the trainee's headquarters may be claimed.

- f. Line 6 - Auto Travel: If the trainee ~~used auto~~ traveled by auto to and from the course site, check one or more applicable boxes spaces. If the trainee drove a private vehicle or any agency vehicle part of the time but also was a passenger part of the time, check applicable boxes spaces and explain in Comments section. on Line 13. If two or more trainees traveled together in one auto to the school and return, mileage reimbursement may be claimed by only one trainee.


*Reimbursement for parking related to air travel shall not exceed an aggregate of 72 hours.*


- g. Line 7 - Auto Travel: When a vehicle is driven, enter actual expenditures for parking and toll fees. (Note E-1-3-2)

- h, -g. Line ~~7~~ 8 - Auto Travel: When a vehicle is driven, enter the number of miles being claimed and the rate per mile, actually generally allowed by the trainee's department jurisdiction, not to exceed 15¢ 20¢ per mile (Note: E-1-3-1).

- (1) The "Number of Miles" ~~is~~ refers to the miles traveled by the most direct route between the trainee's assigned headquarters and the course site. In some instances, one route of travel may in fact be a greater distance than another but it is the more reasonable commute. For example, a freeway route may involve greater mileage but is more efficient than taking congested surface streets; in such circumstances, the freeway route may be traveled and the related mileage used to determine the distance. Mileage from the trainee's home may be claimed if it is less than from the assigned headquarters; this should be indicated in Line 13, the Comments/ Section.

5-7 4-6. INSTRUCTIONS FOR LINES 1 THROUGH 13 14 (continued)

 (2) ~~For a resident trainee, mileage is reimbursed for one round trip unless there are split sessions. For a split session, which is a break in the course of four or more days, two round trips of mileage are reimbursed. Daily travel mileage related to the training activity of a resident trainee to and from the course site and the place of temporary habitation is not reimbursable. The one-way distance and the number of trips should be explained in the Comments section.~~

 (3) For weekends and holidays, or split sessions, the expenses of travel to and from the trainee's headquarters and the training site may be reimbursed in lieu of subsistence to the extent that such travel expenditures do not exceed the amount that would be reimbursed for subsistence had the trainee selected to remain at the training site; this should be explained in the Comments section.

(4) (3) For a commuter trainee, mileage is reimbursable for one round trip per day of class instruction as detailed under Maximum Reimbursable Hours, Commission Procedure E4-5 E5-6.

(5) (4) Mileage for travel to a retreat location will be is reimbursable for both the commuter and the resident trainee, if it this type of training format is part of the approved course. certification.

(6) (5) For a rental vehicle, reimbursement is authorized at 15¢ up to 20¢ per mile, the same as for an agency, department, or private car. No costs expenditures other than mileage may be claimed related to a rental vehicle, i.e., the daily rate, insurance, gas, etc.

(7) (6) The agency is responsible for maintaining a record of travel dates, vehicles used and mileage, for audit purposes. Note: E-1-3 m. Trainees should be aware that when they claim mileage reimbursement in excess of 17¢ per mile for use of a privately owned vehicle the IRS requires that trainees keep adequate records of all expenditures for operating vehicles. The IRS considers mileage reimbursement in excess of 17¢ per mile taxable personal income.

i-h. Line 8 9 - Commercial Air Travel: Enter actual cost of expenditure (not to exceed coach-class) for air travel including tax. The agency is responsible for retaining all receipts for audit purposes. NOTE: E-1-3-(1).

✓ Private airplane travel may be reimbursed at <sup>24</sup>17¢ per mile based on actual "air miles." Explain in Comments Section if this mode of transportation is used.

5-74-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- j -i. Line ~~9~~ 10 - Commercial Surface Travel: Enter ~~cost of actual~~ expenditure for surface conveyances ~~travel~~ other than auto. When suitable city/county/private vehicles or common carrier facilities, including airport limousine service, are available, such transportation shall be used in lieu of taxicab. Because of the high cost, a taxi should be used only in unusual situations. If used, explain in the "Comments" Section why this mode of transportation was necessary. Under normal circumstances when public or private automobiles are not available, the airport bus is to be used for travel from airport to school or lodging and return.  
NOTE: E-1-3(~~4~~). This would include ~~+~~

~~(1) Bus~~

~~(2) Train~~

~~(3) Taxi~~ ----- Because of the high cost of this type of transportation, a taxi should be used only in unusual situations. If used, please explain in "Comments" why this mode of transportation was necessary. Under normal circumstances the airport bus is to be used for travel from airport to school or lodging and return.  
Note: E-1-3m.

~~(4) Tolls~~ ----- Toll bridge fees paid in travel by auto to and from school are reimbursable.

~~Surface travel costs will not be reimbursed for daily transportation use during school session.~~

~~Parking costs are not reimbursable.~~

~~The agency is responsible for retaining receipts for surface travel, for audit purposes.~~

- k-j. Line ~~10~~ 11 - Tuition: Reimbursement may be claimed for tuition, as authorized not to exceed the amount certified by the Commission. If the billing from the school includes more than one charge, cost, contact should be made with the Course Coordinator for a listing breakdown of the charges which shall be explained in the Comments Section. Registration, unit or credit fees, materials, books, and ammunition will not be are not reimbursed, able.

- 1 -k. Line ~~11~~ 12 - Salary: Concurrent with the provisions of Commission Procedure E-4-5-E-5-6, pertaining to maximum hours, the basis for figuring salary reimbursement for each trainee is:

Hours Claimed times Straight Hourly Salary Rate times  
percentage rate; i.e., 40 X \$5.77 X 60% = \$138.40

4-6. INSTRUCTIONS FOR LINES 1 THROUGH 14 (continued)

Straight Hourly Salary Rate is that rate of salary earned on the first day of the course. The straight hourly salary rate is the employee-class basic salary and shall not include incentive pay and hazard pay, education subvention, scholarships, insurance premiums, medical benefits, watch differential pay, pension plans, uniform allowance, or other employee benefits.

Methodology for Determining Hourly Salary Rate: The number of holidays and vacation days or sick days allowed by the jurisdiction must be accounted for as "paid days," and included in the days-worked-year.

1. The total days in a week minus the allowed days off, times the number of hours worked daily, equals the hours worked in a week.

$$(7 \text{ days} - 2 \text{ days}) \times 8 \text{ hours} = 40 \text{ hours}$$

2. The hours in the work week, times the number of weeks in the year, equals the number of hours in the work year.

$$40 \text{ hours} \times 52 \text{ weeks} = 2080$$

3. Monthly salary,\* at straight time, paid to the trainee, times the number of months in the year, equals the annual average yearly salary rate.

$$\$1,000 \times 12 \text{ months} = \$12,000$$

4. The annual average yearly salary rate - that is the basis upon which the trainee is paid at the start of the training period - divided by the number of hours in the work year, equals the hourly salary which may be used in computing what may be claimed as reimbursement from the Peace Officer Training Fund.

$$\$12,000 \div 2080 \text{ hours} = \$5.77 \text{ per hour}$$

\*Salary at straight time is the regular sum, before benefits, paid periodically to an employee class.

The reimbursement percent rate is that rate of salary reimbursement for the particular plan or training course as authorized by the Commission. See Commission Procedure E-2-6.

The Hours Claimed cannot exceed:

- (1) Actual hours attended - If the trainee attended ~~less~~ fewer hours than the course is certified for, claim only those hours attended, and explain in Comments.

5-7-4-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- (2) Certified length of course - If the trainee attended 48 hours, and the course is only certified for 46 hours, then 46 hours is the maximum that can be reimbursed.
- (3) Maximum hours - Commission Procedure ~~E4-5~~ E5-6 establishes maximum reimbursable hours for specific courses. If the certified length of the course exceeds the maximum number of reimbursable hours, only the maximum number of hours may be claimed.
- (4) Hours of salary paid to trainee by department - If the course is 48 hours in length, but the department paid or otherwise compensated the trainee for only 40 hours of salary, only 40 hours of salary may be claimed. Indicate in the Comments section that a lesser number of hours of salary was paid to the trainee as the reason an explanation of why course hours completed is different than course hours claimed.

~~Straight Hourly Salary Rate is that rate earned on the first day of the course.~~

- ~~(1) The straight hourly salary rate may include items such as incentive pay and hazard pay. The straight hourly salary rate shall not include costs to a city or county for payment of insurance premiums, medical benefits, pension plans, uniform allowance, or other employee benefits.~~

~~The percent rate is that rate of salary reimbursement for the particular Plan or training course as approved by the Commission.~~

m.1. Line ~~12~~13 - Total Expense Claimed: Enter the total expense claimed for the trainee in the amount column.

n.m. Line ~~13~~14 - Comments: Make necessary explanations in the space provided. For example, /: show:

- (1) The reason, and the date of termination the last day of training if the trainee does not complete the Basic Course or Motorcycle Training Course, or the date of termination, and related circumstances plus whether the provisions of Section 1002 (a) (1) through (6) were completed prior to the trainee's appointment date and the date the Basic Course began.
- (2) The reason hours claimed, Line ~~11~~ 12 are less than the course hours completed in Space D /: i.e., trainee's absence from course, or agency requesting reimbursement for less than total reimbursable hours.
- (3) The reason for taxi use.

5-7-4-6. INSTRUCTIONS FOR LINES 1 THROUGH ~~13~~ 14 (continued)

- (4) The reason that the number of miles is different than from assigned agency headquarters to the course site.

5-8-4-7. Line ~~14~~ 15 - Signature of Trainee: Specific legal and other requirements ~~must be met by~~ require properly signing ~~the~~ and ~~completion~~ of the Training Expense Claim Form. By signing the training expense claim, the trainee ~~certifies~~ attests that the ~~amounts expenditures for training~~ recorded in Lines 1 through ~~13~~ 14 are correct and were actually expended and allowable. The Training Expense Claim constitutes a legal document authorizing expenditures of State Funds, therefore, the requirements as stated must be strictly adhered to. If the claim form is not properly signed, it will be returned for correction.

Exception: If the trainee is separated from the ~~the~~ department before completing the training course and is not available to sign the Training Expense Claim, the claim may be signed by a second party so authorized by the department. After writing the name of the trainee, the second party ~~shall~~ must sign his/her own name in full immediately below that of the trainee's.



## Reimbursements

## CLAIMS SUMMARY, POST 2-102

## Purpose

- ~~6-1~~ 5-1. Claims Summary: This Commission Procedure provides instructions for the completion of each item on the Claims Summary, POST 2-102.

## Instructions for Completion Form 2-102

- ~~6-2~~ 5-2. Form Completion: The person assigned by the agency to prepare ~~to~~ reimbursement claims shall submit ~~in triplicate~~ the Claims Summary in triplicate, which This form summarizes the individual Training Claim(s).
- a. The Claims Summary (POST 2-102) is a ~~matching companion~~ form to be used in conjunction with the Training Expense Claim (POST 2-101). While the completed Training Expense Claim ~~reflects accounts for the expenditures for training of an individual member employee of the department attending a specific POST certified course, the Claims Summary summarizes from the Training Expense Claims, showing the total claim for reimbursement to submitted by the police agency department for a specific course presentation.~~
  - b. ~~Any number of One or more Training Expense Claims may be attached to a Claim Summary but all must be payable by the same Reimbursement Plan and bear the same course control number. Even though only a single reimbursement claim is made, it is to be summarized on the Claims Summary and submitted with the Training Expense Claim(s) to POST. to POST with the Training Expense Claim.~~
  - c. The Claims Summary is structured as follows:
    - (1) Spaces "A" through "H", to record the information for identification purposes.
    - (2) Lines 1 through ~~12~~ 13 for summarizing expenditures and claims, correspond to identically numbered lines on the Training Expense Claim, POST 2-101.
    - (3) Lines ~~13~~ 14 and 15, for signatures, and job titles of authorized persons who attesting to that the amounts stated in the claim are correctness and truth of the agency or jurisdiction claim. were expended by and for the trainee.

~~6-3~~ ~~5-3~~. Identification Information, Spaces A through H: It is necessary that accurate information be provided to identify the agency department making the claim, and the specific training course expenditures for which reimbursement is claimed. The following instructions for providing this information apply to letter spaces A through H on the Claims Summary, POST 2-102.

- a. Space A - ~~Agency Department~~ Claiming Reimbursement: Enter the name of the agency department claiming reimbursement.
- b. Space B - Course Control Number: Enter the Course Control Number. This is a course identification number assigned by POST and given to the course coordinator, authorizing the presentation of the course. The trainee, while attending the course, should obtain the Course Control Number from the coordinator. ~~while attending the course~~.
- c. Space C - Title of Course: Enter the certified course title for which reimbursement is being claimed. See E-5-3-C
- d. Space D - Date Claim Prepared: Enter the date the Claims Summary is prepared.
- e. Space E - Preparing Claim: Enter the name of the person to be contacted by POST. Give the complete phone number, including area code and extension number. Often it is necessary for a ~~member of~~ POST staff employee to contact the person who ~~prepares~~ has prepared the Claims Summary to clarify certain points of information or obtain additional data to complete the claim for reimbursement. It saves time and makes the job easier for everyone concerned if there is a ready means of ~~informal~~ communications.
- f. Space F - Number of Trainees Claimed: Record the number of trainees for which the ~~jurisdiction~~ department is making a claim/ for reimbursement. There should be a completed copy of the Training Expense Claim (POST 2-101) for each trainee. Do not claim reimbursement for more than one course on each Claims Summary submitted.
- g. Space G - Starting Date ~~and Time~~ of Course: Enter actual starting date ~~and time~~ of course.
- h. Space H - Ending Date ~~and Time~~ of Course: Enter actual ending date ~~and time~~ of course.

~~6-4~~ ~~5-4~~. Summary of Expenditures Information, Lines 1 through ~~12~~ 13: It is necessary that expenditure information of the Training Expense Claim be accurately summarized on the Claims Summary. The following instructions apply to number lines 1 through ~~12~~ 13 on the form.

~~6-4-5-4.~~ SUMMARY OF EXPENDITURES INFORMATION, LINES 1 THROUGH ~~12-13~~  
(continued)

- a. Lines 1 through ~~11-12~~ - Summary of Expenditures: For Subsistence, Travel, Tuition or Salary: ~~Summarize~~ Add the expenditures listed on Lines 1 and successively Lines 2 through ~~12-13~~ of all Training Expense Claims and enter the total for each line on the corresponding line of the Claims Summary.
- b. Line ~~12-13~~ - Total Amount of All Individual Claims from Line ~~12-13~~ of Training Expense Claim: ~~Add the right~~ "amount" column and enter the total on Line ~~12-13~~.

~~6-5-5-5.~~ Signatures and Titles, Lines ~~13-14~~ and ~~14-15~~: Specific legal and other requirements ~~must be met by~~ require authorized persons to properly signing the completed Claims Summary. Separate signatures are to be shown on Lines ~~13-14~~ and ~~14-15~~.

- a. Line ~~13-14~~ - Signature - Title: The authorized official of the agency department or jurisdiction ~~shall~~ must sign the form giving his or her full name and title. If a signature stamp is used or if someone is authorized to sign for the department head, the person affixing the stamp, or signing, must also sign his/her name in full on the Claims Summary form, initials are not applicable. ~~Signature stamps and/or initials are not acceptable.~~
- b. Line ~~14-15~~ - Signature - Title: The authorized person responsible for the examination and settlement of accounts for the agency department or jurisdiction ~~shall~~ must sign the form giving his or her full name and title, thereby attesting to the correctness of the claim. If a signature stamp is used or if someone is authorized to sign for the department head, the person affixing the stamp, or signing, must also sign his/her name in full on the Claims Summary form, initials are not applicable. ~~Signature stamps and/or initials are not acceptable.~~

~~6-6-5-6.~~ Forwarding Claims: Forward three copies of the Claims Summary with two copies of each training Expense Claim to:

Commission on Peace Officer Standards and Training  
7100 Bowling Drive  
Sacramento, California 95823  
Attention: Claims-Audit Section

~~6-7-5-7.~~ Attach to the claim a copy of any time waivers, non-sworn personnel approval letters or other correspondence necessary to process the claim.

## Professional Certificates

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~~PROFESSIONAL~~ REGULAR CERTIFICATION PROGRAM

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## Purpose

1-1. The ~~Professional-Regular~~ Certification Program: This Commission Procedure describes ~~implements~~ the ~~Professional-Regular~~ Certification Program established in Section 1011 (c) of the Regulations.

## General Provisions

1-2. Eligibility: To be eligible for the award of a certificate, an applicant must currently be a full-time regularly employed and paid as such peace officer employed as such in California by a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police.

~~a.---A full-time, paid peace officer member of a California city police department, a California county Sheriff's department, the California Highway Patrol, the University of California Police, or the California State University and Colleges Police, OR~~

~~b.---A former full-time, paid peace officer member of a California city police department, a California county sheriff's department, or the California Highway Patrol, who, at the time of application is serving as a full-time, paid peace officer as defined by California law.~~

## 1-3. Application Requirements:

- a. All applications for award of certificates covered in this procedure specification shall be completed on the prescribed Commission form entitled "Application for Award of POST Certificate., " POST 2-116 (Rev. \_\_\_\_\_) ).
- b. Each applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.

1-3. APPLICATION REQUIREMENTS (continued)

c. The application for a certificate shall provide for the following recommendation of the department head:

- (1) "It is I recommended that the certificate be awarded. I certify-attest that the applicant has-completed a period of satisfactory service of no less than 12 months and has been employed in compliance with the minimum standards set forth in Section 1002(a)-(1), --(2), --and-(4) or S-102 of the Commission's Regulations. The applicant in my opinion is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry, and # The personnel records of this jurisdiction/agency substantiate this-my recommendation."
- (2) When a department head is the applicant, the above recommendation shall be made by the department head's appointing authority such as the city manager or mayor. Elected department heads are authorized to submit an application for approval by the Commission.

Education, Training, Experience

1-4. Basis for Qualification: To qualify for award of certificates, applicants shall have completed combinations of education, training and experience as prescribed by the Commission.

- ~~a. ---Education Points:-- One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point.~~
- ~~b. ---Training Points:-- Twenty classroom hours of police training approved by the Commission shall equal one training point.~~
- a. Training Points: Twenty classroom hours of police training acknowledged by the Commission shall equal one training point. Such training must be conducted in a classroom or other appropriate site, in increments of two hours or more, taught by a qualified instructor, concluded with appropriate testing, and for which records are kept.
- b. Education Points: One semester unit shall equal one education point and one quarter unit shall equal two-thirds of a point. Such units of credit shall be awarded by an accredited college or university.
- c. In the evaluation of transcripts, concerning courses begun on or following February 15, 1977, the following shall apply:
  - (1) No more than six units of credit based on experiential learning are allowable that have not contributed to the award of a degree.
  - (2) No more than six units of credit are allowable for other than the law enforcement occupational, supervisory or managerial experiential learning.

1-4. BASIS FOR QUALIFICATION (continued)

- (3) Units of credit based on experiential learning are limited to courses which are offered by the awarding education institution.
- (4) Transcripts which include units of credit based on experiential learning are accompanied by an explanation by the educational institution relative to the award of such units.
- (5) Experience or training related to law enforcement is allowable only once; either to satisfy the experience or training requisites for the issuance of a professional certificate, or as awarded units of credit for experiential learning. For example, a person applies for an Advanced Certificate who has six years of experience and a Baccalaureate Degree which involves 30 units of credit awarded as a result of experiential learning. On the basis of an allowance of one month of experience for 2.5 units of experiential credit accepted, the person would be required to have seven years of experience rather than six.
- d. ~~c.-~~ When college credit is awarded, ~~for police training~~, it may be counted for either training or education points, whichever is to the advantage of the applicant.
- e. Training acquired in completing a certified Basic Course may be credited toward the number of training points necessary to obtain the Intermediate or Advanced Certificate. When education points as well as training points are acquired in completing the Basic Course the applicant may select, without apportionment, the use of either the education points or the training points.
- f. ~~-d.-~~ Law enforcement experience in California as a full-time, paid peace officer employee of a city police department, a county sheriff's department, a regional park district, a district authorized by statute to maintain a police department, ~~or the California Highway Patrol, or the University of California and the California State University and Colleges Police~~, may be acceptable for the full period of such experience in these agencies.
- g. ~~e.-~~ In other law enforcement categories designated by the Commission, the acceptability of the required experience shall be determined by the Commission, not to exceed a maximum total of five years. The experience must be documented and indicate the name of the organization(s), years of service, duties performed, and types of responsibility.

## Professional Certificates

1-5. The Basic Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ the following are required the applicant, for the award of the Basic Certificate/ must:

- a. ~~Shall h~~Have completed a period of satisfactory service of no less than one year, as attested to by the department head. For an applicant whose service with the current employer is satisfactory, but less than one year in length, the aggregate of one year of service with the current and a previous employer is also acceptable. When the aggregate of service is used, both department heads' signatures are required.
- b. ~~Shall h~~Have satisfactorily ~~completed the~~ met the training requirements of the POST Basic Course, or its equivalent as determined by the Commission.

1-6. The Intermediate Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ all of the following are required the applicant, for the award of the Intermediate Certificate/ must:

- a. ~~Shall p~~ Possess or be eligible to possess a the Basic Certificate.
- b. ~~Shall~~ Satisfy the basic training requirements and have acquired the following combinations of education and training and education points and/or the college degree designated, combined with the and the prescribed years of law enforcement experience, or the college degree designated with the prescribed years of law enforcement experience in one of the following combinations.

<del>Minimum Training Points including POST Basic Course Required</del>	15	30	45	<del>POST Basic Course</del>	<del>POST Basic Course</del>
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

1-7. The Advanced Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ the following are required the applicant, for the award of the Advanced Certificate/ must:

- a. ~~Shall p~~Possess or be eligible to possess the Intermediate Certificate.

1-7. THE ADVANCED CERTIFICATE (continued)

- b. Shall Satisfy the basic training requirements and have acquired the following combinations of education and training and education points and/or the college degree designated combined with the and the prescribed years of law enforcement experience, or the college degree designated combined with the prescribed years of law enforcement experience. in one of the following combinations.

Minimum Training Points <del>Including POST</del> <del>Basic Course Required</del>	30	45	<del>POST</del> <del>Basic</del> <del>Course</del>	<del>POST</del> <del>Basic</del> <del>Course</del>	<del>POST</del> <del>Basic</del> <del>Course</del>
Minimum Education Points or Degree Required	30	45	Associate Degree	Baccalaureate Degree	Master Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

1-8. The Supervisory Certificate: In addition to the requirements set forth in paragraphs 1-2, 1-3, and 1-4, the applicant for the award of the Supervisory Certificate shall comply with the following: must:

- a. Possess or be eligible to possess the Intermediate Certificate.
- b. Been awarded no less than 60 college semester units at an accredited college.
- c. Satisfactorily meet the training requirements of the Supervisory Course.
- d. Currently and for a period of two years have served satisfactorily as a supervisor as defined in Sections 1001(i) of the Regulations. The required experience shall have been acquired within five years prior to date of application.
- e. The Supervisory Certificate shall include the applicant's name, official title and name of his/her jurisdiction.

1-8.9 The Management Certificate: In addition to the requirements set forth in paragraphs, 1-2, and 1-3, and 1-4, ~~the following are required~~ the applicant for the award of the Management Certificate, must:

- a. ~~Shall p~~ Possess or be eligible to possess the Advanced Certificate.
- b. ~~Shall have b~~ Been awarded a baccalaureate degree or an associate degree or no less than 60 college semester units at an accredited college, as defined in Section 1001 (a) of the Regulations.



1-~~8~~.9 THE MANAGEMENT CERTIFICATE (continued)

- c. ~~Shall have completed s~~ Satisfactorily meet the training requirements of the the Middle Management Course, or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and ~~f~~ for a period of two years shall have served satisfactorily as a department head, assistant department head, or as a middle manager as defined in Sections 1001 (c), (g), (h), (c) and (l) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

The Management Certificate shall include the applicant's name, official title and name of his or her jurisdiction. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, ~~and upon the completion of one year of satisfactory service in a new department,~~ upon request, a new certificate may be issued as provided for in Procedure F-5, displaying the name of the new jurisdiction.

9.10 The Executive Certificate: In addition to the requirements set forth in paragraphs 1-2, ~~and 1-3, and 1-4,~~ the following are required the applicant, for the award of the Executive Certificates, must:

- a. ~~Shall p~~ Possess or be eligible to possess the Advanced Certificate.
- b. ~~Shall have b~~ Been awarded a baccalaureate or associate degree or higher, or no less than 60 college semester units at an accredited college, as defined in Section 1001 (a) of the Regulations.
- c. ~~Shall have completed s~~ Satisfactorily meet the training requirements of the the Executive Development Course, or its equivalent as provided in Section 1008 of the Regulations.
- d. Currently and ~~f~~ for a period of two years shall have served satisfactorily as a department head as defined in Sections 1001, (g) and (h) of the Regulations. The required experience shall have been acquired within five years prior to date of application.

The Executive Certificate shall include the applicant's name, official title and name of his or her jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, ~~and upon the completion of one year of satisfactory service in a new department,~~ upon request, a new certificate may be issued as provided for in Procedure F-5, displaying the name of the new jurisdiction.

~~April 25, 1974~~  
July 1, 1978

## Professional Certificates

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### CANCELLATION AND RECALL OF PROFESSIONAL CERTIFICATES

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#### Purpose

3-1. Cancellation of Professional Certificates: This Commission Procedure ~~implements that portion of the Certificates and Awards Program, established in Section 1011 (a) and (b) of the Regulations, which provides for the cancellation of POST professional certificates, which are described in PAM, Section 1011(2).~~

#### Cancellation and Recall

3-2. Right to Cancel: The Commission reserves the right to cancel any certificate when:

- a. ~~The~~ certificate was issued by administrative error; or
- b. ~~The~~ certificate was obtained through misrepresentation or fraud.

3-3. Notification by Department Head: When in the opinion of a department head a certificate should be cancelled ~~due to because of~~ any of the conditions listed in paragraph 3-2 above, it shall be his/her the department head's responsibility to notify the Commission.

3-4. Responsibility for Cancellation: The Executive Director is responsible for the cancellation of POST professional certificates and the establishment of procedures to carry out this responsibility.

#### Investigation

3-5. Initiation of Investigation: When it is brought to the attention of the Commission that a professional certificate holder may have ~~violated any applicable provision~~ been issued involving

3-5. INITIATION OF INVESTIGATION (continued)

conditions listed under paragraph 3-2, the Executive Director shall initiate an investigation. The department head and the concerned individual shall be notified of the investigation.

3-6. Notification of Hearing: If the facts of the case appear to substantiate cause for cancellation, the individual concerned shall be notified by registered mail of the right to a hearing and the grounds for the proposed cancellation. The notice of hearing shall advise the individual of his/her right to appear and testify and question any witnesses that may be called to testify. The individual's department head shall also be notified of the hearing.

Hearing

3-7. Procedures for Hearing: If the holder of a certificate which is proposed for cancellation action desires a hearing regarding such action, he/she must notify the Commission of the desire for a hearing within 30 days of the individual's receipt of the notice of hearing.

- a. All hearings shall be conducted in conformance with the Administrative Procedures Act (Government Codes Section 11500 et. seq.). All hearings shall be conducted by a qualified hearing officer who shall prepare a proposed decision in such form that it may be adopted as the decision in the case. The Commission shall decide the case.
- b. A committee of the Commission for the purpose of hearings or reaching decisions regarding professional certificate cancellation shall be no less than three members.
- c. The Commission may decide the case on the basis of the transcript of the hearing conducted by the hearing officer.
- d. All meetings and hearings of the Commission to consider the cancellation of a professional certificate shall be open to the public except upon request of the involved person and when sufficient reason is presented that in the judgment of the Commission the hearing be closed.

July 1, 1978

Certificates

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REQUEST FOR REISSUANCE OF POST CERTIFICATE, POST 2-250

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Purpose

5-1. Request for Reissuance of POST Certificate:

This Commission Procedure outlines the requirements for requesting the reissuance of a POST certificate if the original is lost, stolen, destroyed, bears incorrect information at the time of issuance, or a Management or Executive Certificate holder changes jurisdiction of employment.

General Information

5-2. A person who has been awarded a POST Certificate which is described above and who applies to POST for a reissuance must:

- a. Complete a single copy of the Request for Reissuance of POST Certificate, POST 2-250, and submit it to the Commission on Peace Officer Standards and Training, 7100 Bowling Drive, Sacramento, California 95823.

A completed form, POST 2-250, shall be submitted for each certificate for which replacement is requested.

- b. Indicate on the POST 2-250 the certificate for which a replacement is being requested, and a narrative statement explaining the circumstances surrounding the status, condition or reason necessitating the replacement of the original POST certificate.
- c. Sign and date the POST form 2-250, and include the mailing address where the replacement certificate is to be sent.
- d. Return the original certificate with the POST form 2-250 if the circumstances for reissuance merely involve an exchange of certificates.

5-3. Upon the issuance of a replacement certificate, the original certificate is void. In the event the original certificate, if lost or stolen, is recovered, it shall be immediately forwarded to the Commission.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Appeal--Denial of Course Certification "Employee Relations in Law Enforcement"		Meeting Date July 20, 21, 1978
Division Standards and Training	Division Director Approval <i>[Signature]</i>	Researched By Standards and Training
Executive Director Approval <i>[Signature]</i>	Date of Approval 6-23-78	Date of Report 6-21-78
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

**Issue:** An appeal from staff decision to not certify a course titled, "Employee Relations in Law Enforcement - Module I".

**Background:** The Center for Research and Management Services, by Dr. Ian McAndrew, Assistant Professor, California State University, Sacramento, on March 15, 1978, requested certification of the above named, 17-hour course, with six presentations throughout the state. The request was denied on May 9, 1978, on the basis of it not being consistent with Commission policy for certification of courses dealing with labor management.

**Analysis:** In its meeting of March 25, 1977, the Commission adopted the following policy: "The Commission will not certify courses which train 'management' and/or 'employees' in labor negotiations, but treat certification requests for labor management as any other course."

The proposed course objective was the development of an understanding of the negotiations process, and the fiscal and non-fiscal implications for the management of law enforcement agencies at the city and county level.

Module I was to be the first in a series of courses, each dealing with a specific aspect of employee relations in law enforcement agencies. Module I covers the legal framework for negotiations in law enforcement in California, the dynamics of the negotiation process, standards and sources of pertinent data, including implications for the budgetary process. Instructional portion includes readings, lectures, group discussions and culminates in a supervised simulated law enforcement negotiation exercise.

"Later modules will be proposed dealing with other aspects of employee relations in law enforcement, though these should not be considered a part of this proposal."

Training aids to be used included visual aids, handouts, simulation package, text.

Text and reference materials included the Peace Officers Research of California Representation Manual, reproductions of professional journals, pertinent laws, with commentary and analysis.

A required project was to be simulated negotiation exercise.

(Continued . . .

Utilize reverse side if needed

Dr. McAndrew was listed as coordinator, instructor and author of the PORAC Manual noted above.

Discussion: Staff's interpretation of the Commission's statement of policy is that certifiable courses should not attempt to teach "how to" conduct labor negotiations, but, rather, the topic of negotiations per se should be treated in a broader sense and as part of a larger whole, such as a part of the subject of labor management and then in an informational manner only.

A 40-hour course titled, "The Role of Management and Labor in Developing Contract Agreements" was presented at Humboldt State University in January 1978. The course was designed for role identification of management and line personnel to help them understand the management/labor contract process. It was to "introduce the student to the history of the labor movement in the United States", "to clarify the law as it relates to public agencies and employees in California; to describe the function and role of the contract negotiator; and to help the student be informed on all matters pertaining to the collective bargaining process."

Lecture, demonstration and role playing methods of instruction were employed. Text and reference material consisted of the "California Public Sector Employer/Employee Relations Law" Manual. There were three instructors--an attorney specialist in labor relations in the public sector; an economics professor; and a president and executive officer of an industrial relations association.

In staff's opinion, the latter course presented the topic as part of a larger program, did not emphasize the negotiation process, and presented instructors with varying perspectives and roles in the labor management processes. It appeared to be more exemplary of the Commission's policy than the course requested.

Attachments:

1. Ian McAndrew Letter of Appeal
2. POST Response to Appeal Letter
3. POST Letter Denying Certification
4. Letter of Explanation to Commissioner Jackson
5. Course Certification Request
6. Article, PORAC News, June 1978
7. Advertisement, PORAC Representation Manual



# CALIFORNIA STATE UNIVERSITY. SACRAMENTO

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION  
DEPARTMENT OF ORGANIZATIONAL BEHAVIOR & ENVIRONMENT

June 9, 1978

Mr. William Garlington  
Executive Director  
Commission on Peace Officer  
Standards and Training  
7100 Bowling Drive, Suite 250  
Sacramento, CA 95823

Dear Mr. Garlington:

This is in response to your correspondence of May 9, 1978, in which you advised of your decision to reject my application for POST Certification of the Employee Relations in Law Enforcement - Module I course.

I was, in all candor, both astonished and confused by your decision, as relayed in your correspondence and in an earlier telephone call from Mr. Starr of your staff.

At a May 3 meeting at the POST offices with Messrs. Koch and Richardson of your staff, called by Mr. Koch to review my proposal, I was advised to remove some language from the proposal that apparently conflicted with Commission "policy". I readily agreed to do so as, upon reflection, the offending language was misleading in terms of the true intent of the course. Following this mutually agreed modification -- which amounted to clarification that the course exercises were designed as role reversal exercises, rather than "practice negotiations" -- I was clearly led to believe by Messrs. Koch and Richardson that the proposal fell within the Commission "policy" and within the precedent established by a similar course offered through Humboldt State University, and certified by POST.

In light of the above, your decision was decidedly unexpected, to say the least. I sense a complete misunderstanding on your part of the purpose and content of the course. The implied suggestion that I (or anybody else, for that matter) can teach individuals the techniques of negotiation is ludicrous, and represents a lack of understanding of the negotiation process. My intent is, in fact, the far less ambitious one of teaching an understanding of the process, one that I am sure you will agree is an increasingly vital aspect of the management of law enforcement agencies. As any number of experts have testified, an understanding of the process by both parties is advantageous to public management. The proposed course was open to both "sides" of the bargaining table.

Mr. William Garlington

Page Two

Please be advised by receipt of this letter that I wish to appeal this staff decision directly to the POST Commission, and hereby request that the matter be placed on the agenda for the next regularly scheduled meeting of the Commission, which I understand will be in late July.

Additively, I now find myself in a state of complete confusion as to Commission "policy" on certification of courses dealing with employee relations in law enforcement agencies. I find it difficult to believe that a public body of the stature of the POST Commission would choose to ignore such a vital aspect of the effective management of police agencies. And, in fact, the evidence, in terms of the previously mentioned Humbolt State course is to the contrary. It seems clear to me that the course which I have proposed falls within the precedent established by the certification of that course.

By this letter, I formally request a copy of the official POST Commission "policy" on the subject of employee relations courses, and their certification. Under the circumstances described above, a mere statement to the effect that such a policy exists seems inappropriately casual.

Sincerely,



Ian McAndrew  
Assistant Professor of Personnel  
Management and Labor Relations

cc.: Austin J. Gerber, Dean  
School of Business & Public Administration  
California State University, Sacramento

Richard E. Hill, Director  
Center for Research and Management Services  
California State University, Sacramento

dh



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

BOWLING DRIVE, SUITE 250  
SACRAMENTO 95823

June 16, 1978

EXECUTIVE OFFICE  
(916) 445-4515ADMINISTRATION  
Certificates  
Reimbursements  
(916) 322-2235STANDARDS AND TRAINING  
(916) 322-2180MANAGEMENT SERVICES  
(916) 445-0345

Dr. Ian McAndrew  
Assistant Professor  
California State University  
Sacramento  
6000 J Street  
Sacramento, CA 95819

Dear Professor McAndrew:

As requested, your appeal from a staff decision not to certify the Employee Relations in Law Enforcement - Module I Course has been placed on the agenda of the next meeting of the Commission, which will be held on July 27 and 28, 1978 at the Sheraton Inn - Airport, 1590 Harbor Island Drive, San Diego. You will receive a copy of the agenda when it is set.

The Commission's policy on the subject of certification of labor management courses may be found on page 4 of the minutes of the March 25, 1977 Commission meeting, as follows:

"E. Labor Management Course Certification Alternatives.

(MOTION - Sporrer, second - Enoch, carried  
unanimously, as follows:

The Commission will not certify courses which train "management" and/or "employees" in labor negotiations, but treat certification requests for labor management as any other course."

Sincerely,

WILLIAM R. GARLINGTON  
Executive Director



May 9, 1978

Dr. Ian McAndrew  
Assistant Professor  
California State University  
Sacramento  
6000 J Street  
Sacramento, CA 95819

Dear Professor McAndrew:

Your course certification request and the accompanying information for the "Employee Relations in Law Enforcement—Module I" course has been thoroughly reviewed.

I am returning all of the documents to you, as the Commission has a policy that they will not certify courses which train management and/or employees in labor negotiations. It is readily apparent that the objective of your course falls within this Commission policy.

Regardless of our rejection for certification, I do wish you personal success with your course.

Sincerely,

WILLIAM R. GARLINGTON  
Executive Director

Enclosures

WNS:lc

Note to Typist: Itemize enclosures on this Copy

Consultant

Bureau Chief

Division  
Director

Xerox copy to:

Standards and  
File Copy

May 23, 1973

Jacob J. Jackson  
Commissioner  
8770 Merribrook Drive  
Sacramento, CA 95826

Dear Jake:

Enclosed is a copy of our letter to Dr. McAndrew informing him that his request for certification of the course titled, "Employee Relations in Law Enforcement", was rejected.

The rejection was based on the decision of the Commission that the "Commission will not certify courses which train 'management' and/or 'employees' in labor negotiations, but treat certification requests for labor management as any other course". (Please refer to Item E - "Labor Management Course Certification Alternatives", page 4, Commission Minutes of March 25, 1977.)

Perhaps you recall the Advisory Committee's Report on its Review of Labor Management Course Concepts, from which the above mentioned decision was drawn. The two alternatives presented to the Commission were adopted and joined in a single decision. Our interpretation of that decision is that no course could be certified which, in whole or in part, teaches how to negotiate from a labor and/or management position. The course must be open to all ranks of law enforcement and tailored to labor management aspects.

It was staff's opinion, with which I concurred, that the proposed course did not fit the Commission's criteria for certification in that it dealt primarily with the negotiation process.

Should further discussion of Dr. McAndrew's request be desired, I and/or Brad Koch will be pleased to do so. Dr. McAndrew has already been extended the invitation, including appealing to the Commission.

Please let me know if you wish further information.

Sincerely,

Note to Typist: Itemize enclosures on this Copy

Consultant

Bureau Chief

Division  
Director

Xerox copy to:

Standards and Training Division  
File Copy

WILLIAM R. CARLINGTON  
Executive Director

<b>COURSE CERTIFICATION REQUEST</b>		<b>STATE OF CALIFORNIA</b> <b>COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING</b> 7100 BOWLING DRIVE, SACRAMENTO, CALIFORNIA 95823	
1. AGENCY SUBMITTING REQUEST <b>Center for Research and Management Services</b>		<b>FOR POST USE ONLY</b> COURSE CERTIFICATION NUMBER	
2. COURSE TITLE <b>Employee Relations in Law Enforcement -- Module I</b>			
3. COLLEGE AFFILIATION <b>California State Univ, Sacramento</b>		4. POST COURSE CATEGORY <b>Technical/Special Courses</b>	
5. COURSE LENGTH HOURS: <b>17 hours</b>	6. FORMAT HOURS PER DAY <b>2</b>	7. PRESENTATIONS PER YEAR <b>SIX</b>	8. UNITS GRANTED <b>1 SEM.</b> <b>QTR.</b>
9. PARTICIPATING LAW ENFORCEMENT AGENCIES AND ESTIMATED NUMBER OF YEARLY TRAINEES FROM EACH AGENCY <b>It is estimated that approximately twenty local police agencies will be represented at each presentation, for a total of about one hundred and twenty agencies per year. It is estimated that approximately two trainees from each participating agency per year will enroll.</b>			
10. ENROLLMENT RESTRICTIONS <b>Local peace officers and local agency personnel specialists</b>		11. MAXIMUM NUMBER OF STUDENTS <b>35</b>	
12. RESIDENCY REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	13. LIVING ACCOMMODATIONS ON CAMPUS <input type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> NOT APPLICABLE <input type="checkbox"/>		14. COST: MEALS _____ TUITION _____
15. ADDRESS OF COURSE SITE <b>Woodlake Inn, Sacramento; locations for later presentations</b>		17. TOTAL SEATING CAPACITY <b>50 - 60</b>	
16. FACILITIES - NUMBER AND SIZE OF CLASSROOMS <b>One lecture hall (cap 50); five workshop rooms (cap 12)</b>			
18. COURSE OBJECTIVES AND NARRATIVE DESCRIPTION OF COURSE. (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY) <b>Module I is the first in a series of courses, each dealing with a specific aspect of employee relations in law enforcement agencies. Module I covers the legal framework for negotiations in law enforcement in California, the dynamics of the negotiations process, standards and sources of pertinent data, including implications for the budgetary process. Instructional portion culminates in supervised simulated law enforcement negotiation exercise. Readings, lectures, group discussions, and simulation exercise under supervision and guidance of instructor. Objective: development of an understanding of the negotiations process, and the fiscal and nonfiscal implications for the management of law enforcement agencies at the city and county level.</b>  <b>Later modules will be proposed dealing with other aspects of employee relations in law enforcement, though these should not be considered a part of this proposal.</b>			
19. METHOD OF PRESENTATION (INDICATE ALL TECHNIQUES USED) LECTURE <input checked="" type="checkbox"/> DEMONSTRATION <input type="checkbox"/> SIMULATION <input type="checkbox"/> ROLE PLAYING <input checked="" type="checkbox"/> CONFERENCE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>			20. NO. OF INSTRUCTORS <b>One</b>
21. TRAINING AIDS USED <b>Visual aids; handouts; simulation package, text</b>			
22. TEXTS AND REFERENCE MATERIAL <b>Peace Officers Research Association of California Representation Manual; Reproductions of professional journal articles, pertinent laws, with commentary and analysis.</b>			
23. REQUIRED PROJECT <b>Simulated negotiation exercise</b>		24. METHOD OF EVALUATING STATED OBJECTIVES <b>Simulation and course critique</b>	
25. NAME AND TITLE OF PERSON REQUESTING COURSE CERTIFICATION <b>Dr. Ian McAndrew, Assistant Professor</b>		26. DATE OF REQUEST <b>MAR 15, 1978</b>	
<b>FOR POST USE ONLY</b>			
RECEIVED: COURSE OUTLINES <input type="checkbox"/> BUDGET <input type="checkbox"/> LESSON PLANS <input type="checkbox"/> RESUMES <input type="checkbox"/>		COMMISSION ACTION DATE	
REVIEWING CONSULTANT		<i>Rec 3-28-78 in HO Bureau</i>	

## COURSE BUDGET

STATE OF CALIFORNIA  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

1. AGENCY SUBMITTING BUDGET

Ctr for Resch &amp; Mgt Services, CSUS

2. P.O.S.T. COURSE CATEGORY

Technical/Special Courses

3. COURSE  
CERT. NO.

COURSE TITLE

Employee Relations in Law Enforcement -- Module I

## 5. SUMMARY

## BUDGET CATEGORIES

## COSTS

SUBTOTAL

TOTAL

## DIRECT COSTS

## A. SERVICES

(1) INSTRUCTION

425.00

(2) COORDINATION

253.00

(3) CLERICAL

108.00

(4) PRINTING/REPRODUCTION

245.00

## TOTAL SERVICES

1031.00

## B. SUPPLIES

(1) BOOKS/PAMPHLETS/HANDOUTS

0.00

(2) CERTIFICATES

0.00

(3) NOTEBOOKS

35.00

(4) PAPER/OFFICE SUPPLIES

87.50

## TOTAL SUPPLIES

122.50

## C. EQUIPMENT

0.00

## D. TRAVEL

(1) COORDINATOR

90.00

(2) INSTRUCTORS

90.00

## TOTAL TRAVEL

180.00

## E. MISCELLANEOUS

0.00

## TOTAL DIRECT COSTS

1333.50

INDIRECT COSTS (DEPARTMENT OF HEALTH, EDUCATION AND WELFARE AUDITED RATE OR 15%)

200.00

TOTAL ALL COSTS

1533.50

6. NAME AND TITLE OF PERSON SUBMITTING BUDGET

Ian McAndrew, Assistant Professor, Cal St U, Sacto

7. DATE SUBMITTED

8. SIGNATURE OF P.O.S.T. STAFF MEMBER REVIEWING BUDGET

9. DATE REVIEWED

## COURSE BUDGET

STATE OF CALIFORNIA  
 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
 7100 BOWLING DRIVE, SUITE 250 SACRAMENTO, CALIFORNIA 95823

## DETAILS

BUDGET CATEGORIES	COST
10. SERVICES	
INSTRUCTION	
Dr. Ian McAndrew, Assistant Professor of Personnel Management and Labor Relations, School of Business and Public Administration, California State University, Sacramento will instruct the course @ \$25.00 per hour	425.00
COORDINATION	
The Center for Research and Management Services will perform advance coordination for the course, including brochure preparation and mailing, registration coordination, facilities selection and booking, course scheduling in terms of dates and geographical location, coordination of materials preparation and forwarding, provision of alternate instructors where necessary, and administrative reporting. Advance coordination @ \$100.00. On-site coordination by Center staff seems essential in light of division of participants into several groups for team based simulation. \$9.00 for 17 hours: \$153.	253.00
CLERICAL	
Clerical work associated with the course calculated on the basis of 24 hours @ \$4.50 per hour	108.00
PRINTING/REPRODUCTION	
Printing and reproduction of materials calculated on the following basis: 175 pages per participant x 35 participants x \$0.04 per page	245.00
TOTAL	1031.00
11. SUPPLIES	
a. BOOKS/PAMPHLETS/HANDOUTS	0.00
b. CERTIFICATES	0.00
c. NOTEBOOKS	35.00
Calculated on the following basis: \$1.00 per participant x 35	
d. <del>PAPER/OFFICE SUPPLIES</del> Paper/Office Supplies calculated on the basis of \$2.50	87.50
per participant x 35	
TOTAL	122.50

## DETAILS

CATEGORIES	COST
12. EQUIPMENT	0.00
13. TRAVEL	180.00
a. COORDINATORS	90.00
b. INSTRUCTORS	90.00
4. MISCELLANEOUS	0.00

Calculated on the basis of average travel distances to presentation sites around the State of California, plus per diem for one Coordinator

Calculated on the basis of average travel distances to presentation sites around the State of California, plus per diem for one Instructor

IAN McANDREW

Assistant Professor of Personnel Management & Labor Relations  
School of Business and Public Administration  
California State University  
Sacramento, California 95819

Business: 916-454-6921

Residence: 916-485-2118

Education: BA (Industrial Relations), University of  
New South Wales, Sydney, Australia, 1969

MA (Labor and Industrial Relations), University  
of Illinois, Champaign, Illinois, 1971

PhD (Labor and Industrial Relations), University  
of Illinois, Champaign, Illinois, 1975

Professional Affiliations:

Industrial Relations Association of Northern California, IRRA  
(Founding and current Secretary-Treasurer)  
Industrial Relations Research Association  
International Personnel Management Association  
American Society for Personnel Administration  
American Academy of Political and Social Science

Publications:

Co-author of professional journal articles on various aspects  
of public employee relations and negotiations.

IEA Negotiations Handbook (Springfield: Illinois Education  
Association, 1974)

CSFA Employee-Employer Relations and Political Education  
Manual (Sacramento: California State Firemen's Association,  
Inc., 1977)

PORAC Representation Manual (Sacramento: Peace Officers  
Research Association of California, 1978)

Past Consultant/Staff Affiliations:

American Federation of State, County and Municipal Employees  
Illinois Education Association  
American Federation of Government Employees

Present Consultant Affiliations:

California State Firemen's Association, Inc.  
Peace Officers Research Association of California  
Employee Relations Instructor,  
Justice Training Institute POST Certified EDC



## COURSE ANNOUNCEMENT

State of California

Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
7100 Bowling Drive, Sacramento, CA 95823

1. SCHOOL OR AGENCY CERTIFIED TO PRESENT COURSE California State U Ctr for Resch & Mgt Services, Sacramento		2. DATE FORM PREPARED MARCH 15 1978	
3. ADDRESS OF ABOVE SCHOOL OR AGENCY 6000 J Street, Sacramento, California 95819		4. COURSE CERTIFICATION NUMBER	
5. ADDRESS WHERE COURSE WILL BE PRESENTED Woodlake Inn, Canterbury Road, Sacramento, CA		6. TOTAL CERTIFIED HOURS seventeen	
7. POST COURSE CATEGORY Technical/Special Courses		8. LODGING AND MEALS REQUIRED AT SCHOOL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
9. CERTIFIED COURSE TITLE Employee Relations in Law Enforcement - Module I		10. MAXIMUM ENROLLMENT 35	
11. COURSE PRESENTATION DATES STARTING DATE 4/8/78 TIME 10:00 am ENDING DATE 4/9/78 TIME 4:30 pm		12. DATE & TIME MAXIMUM REIMBURSEMENT IS REACHED	
13. COURSE HOURS PER DAY 8 1/2	14. HOURS PER WEEK na	15. TOTAL NO. OF WEEKS 2	16. DATE TIME
16. LIST HOLIDAY DATES DURING WHICH CLASS WILL NOT BE HELD na		17. SPLIT SESSION (IF YES, OR OTHER SCHEDULE VARIATIONS, EXPLAIN UNDER COMMENTS) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
18. IS A RETREAT PART OF COURSE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN UNDER COMMENT 3 AND ENTER APPLICABLE COST ON LINE 24		19. IS ADDITIONAL TRAVEL REQUIRED OTHER THAN TO COURSE SITE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, ENTER NUMBER OF MILES FROM COURSE SITE	
20. COURSE COSTS		ACTUAL COURSE COSTS	POST REIMBURSABLE AMOUNT, IF DIFFERENT
21. TUITION		40 00	
22. MEALS (NUMBER OF DAYS TIMES COST PER DAY)			
23. LODGING (NUMBER OF DAYS TIMES COST PER DAY)			
24. RETREAT EXPENSES IF DESIGNATED BY LINE 18			
25. REGISTRATION FEES			
26. MATERIALS FEES			
27. OTHER (PLEASE SPECIFY)			
28.			
29.			
30. TOTAL		40 00	
31. COMMENTS			
32. SIGNATURE OF COORDINATOR			
33. PHONE 916-485-2118		34. NAME OF ALTERNATE Rick Baratta	
		35. PHONE (916) 445-0660	

FOR POST USE ONLY

A. N. TAKEN

LOG DATE RECEIVED	APPROVING AUTHORITY	COURSE CONTROL NUMBER
LOG DATE APPROVED	REIMBURSEMENT PLAN FOR THIS PRE	

# Employee Relations Committee

By Bud Treace

The purpose of this report is to bring you and the Board members up to speed on the status of this committee.

The committee has been concentrating in three main areas, all of which encompass additional subtopics.

## 1) The Completion of the PORAC Representation Manual:

The first edition of the PRM has been delivered to the State Office and is ready for distribution. The PRM may be purchased for \$75.00 per copy plus a subscription fee. The subscription fee will include an update of all pertinent changes in related law and procedures. In addition to an update service, several new chapters are being planned.

The subscription fee has not been established at this time and is dependent on the structure and depth of service to be provided. This will be forthcoming soon.

The PRM was used as the text for the pilot seminar held earlier this month in Sacramento. The committee intends the PRM to be sold only to PORAC members.

Copies will be available at the spring board meeting, to be held in that "city on the bay," Eureka.

## 2) Labor Relations Training:

### A. PORAC Pilot Seminar

On April 8th and 9th, this committee held its first labor relations seminar.

The seminar was held at the Woodlake Inn in Sacramento with 34 attending.

The PRM was used as the text and Dr. Ian McAndrew, assistant professor, CSUS, was the instructor. Attached is an outline of the course, which was available for credit through CSUS for those who were interested.

Prior to this meeting, a recap of the seminar participants' critiques was mailed to each director. Based on the committee's observations and the written and verbal input from the participants, the seminar must be judged a success. As with any maiden venture, some modifications to the presentation will be made prior to the next seminar.

The broad range in background of those attending added greatly to the success, and I believe that it was a learning experience for all.

### B. Future Seminars

At a minimum, one seminar for each zone is being planned for this year. To be successful for PORAC, each seminar must have twenty-four (24) students. The text for these classes will be the PRM and the instructor will be Dr. McAndrews, with the assistance of E.E.R. committee members and our friendly PORAC attorneys.

The initial concept of the formal training process was that it be available to PORAC associations. Well, like everything else in this world, this thinking is subject to change and will be discussed at the board meeting.

A revised course outline will be published shortly, but I have

service for a specified amount of money is greeted with great skepticism, in light of some of the problems encountered in our other plan.

It would seem that a comprehensive program in this area cannot be divorced from the PRM and the representation seminars. Let's take a few words from the PRM forward, that the base of the PORAC labor relations philosophy is that nobody is better equipped to represent the peace officer than peace officers themselves, trained in the art of representation. The vehicle to attain this "art" is the PRM coupled with the seminars. Hence, half of the problem is solved.

The issues not addressed, center, I believe, around the following:

1) The need for periodic consultation, and 2) an alternative for those associations that, for other reasons, are unable to handle it themselves.

Three alternatives have surfaced: 1) A plan based on a monthly per capita for certain consultant services, and 2) The utilization of PORAC affiliated attorneys at a PORAC group rate. 3) A combination of one or more of the above, coupled with the services of the paralegal.

I think that we all know some of the problems involved in the administration of a pre-paid plan. Are we ready for another plan?

### Conclusion

Any recommendation on commitment by this committee on this issue will be made only after a comprehensive PORAC

labor relations master plan has been developed.

I have mentioned "master plan" several times. This committee feels that this must be done in this area in order to assure orderly direction for some time to come. As I have expressed before, this committee might move slower than some prefer, but hopefully, all movement will be positive and forward.

At this writing, this committee will continue to develop a plan based around the PRM and the representation seminars with Dr. McAndrews and a consultant/on-site service.

As to the outline of committee responsibilities included in your PORAC policy manual, we are not making any recommendations at this time.

## Aiding police bill

SACRAMENTO — People who go to the aid of a peace officer would be eligible for a reward under new legislation introduced to the State Assembly.

Assembly Bill 2657, by Assemblyman Louis Papan, Daly City, would broaden provisions in existing law to allow a reward for people who assist policemen or other law enforcement officers under specified circumstances.

The law presently allows for a reward of up to \$5,000 to a person who supplies information leading to the arrest and conviction of any person killing, injuring, or assaulting any county or city police officer with a deadly weapon.

Fashion

Sports-car

MONTECITO

# The PORAC Representation Manual

A step-by-step  
textbook on negotiations:

Legal aspects    Strategy and tactics  
Scope    Sources of information

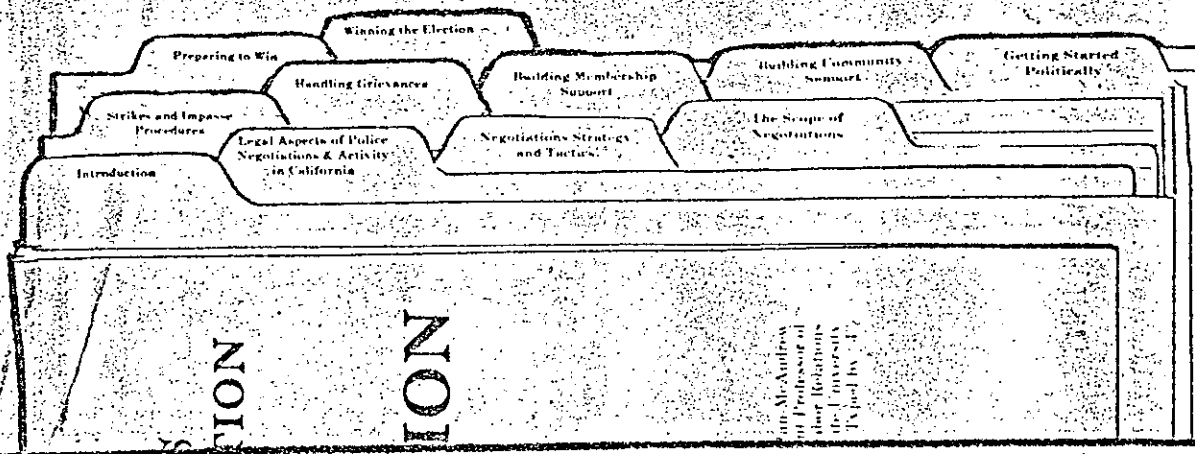
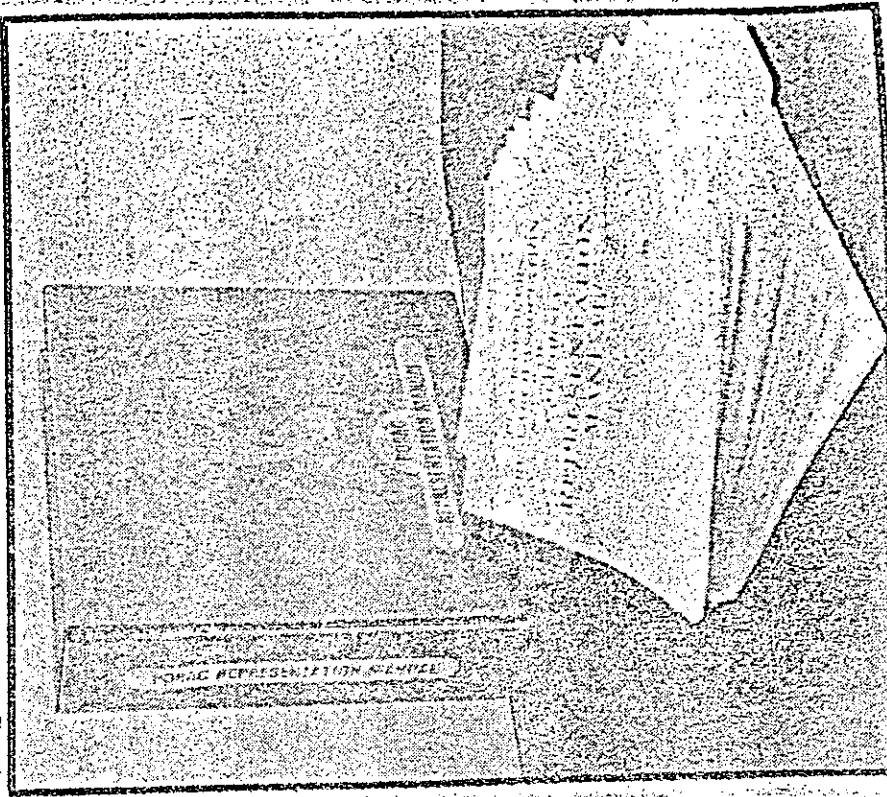
- Strikes and Impasse
- Handling grievances
- Building membership support
- Building community support
- Getting started politically
- Winning elections

**\$75.00**

*Only to PORAC members*

PORAC, Hotel Senator,  
12th & L Streets Sacramento, CA 95814

The 'Bible' for all  
police associations



## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>Legislative Update Seminars</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Standards and Training</b>	Division Director Approval <i>Frank Koch</i>	Researched By <b>Darrell L. Stewart</b> <i>MS</i>
Executive Director Approval <i>W. G. ...</i>	Date of Approval <b>7-5-78</b>	Date of Report <b>June 27, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

ISSUES

The California Peace Officers Association proposes to conduct sixteen one-day, 6-hour legislative update seminars between October and December, 1978, and develop and provide attendees and others with a manual entitled, "The 1978 Legislative Changes Affecting Law Enforcement". CPOA has requested contracts with the Commission to finance this proposal.

BACKGROUND

Starting in 1976, and again in 1977, CPOA conducted legislative update seminars throughout the State for local law enforcement. The seminars are designed to provide timely information on statutes passed during the year that directly affect law enforcement. The 1977 series was funded by POST, and critiques and feedback were favorable to the format and material.

ANALYSIS

Two contracts were written for the 1977 seminars and manuals. The seminar contract was for \$12,320, and the manual contract was for \$15,000. This year's proposal is higher due to increases in per diem and mileage allowances, and the increased cost of publishing the manual. This year's proposal is for \$12,688 for the seminars, and \$16,000 for the manual, for a total of \$28,688. Additionally, last year there were 189 claims for expense reimbursement (averaging \$10.54 per claim), but due to possible effects of Jarvis-Gann up to \$10,000 may be claimed on reimbursement this year.

RECOMMENDATIONS

Contract for sixteen (16) presentations of a 6-hour legislative update seminar at a total cost of \$12,688.

Contract for purchase of 4,000 legislative update manuals at a cost of \$4 each, for a total cost of \$16,000.

Certify the seminar for reimbursement under Plan IV.

Utilize reverse side if needed

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Approval of Contract - Executive Development Course - Thomas H. Anderson		Meeting Date July 27-28, 1978
Division Standards and Training	Division Director Approval Bradley W. Koch	Researched By Bud Perry <i>BP</i>
Executive Director Approval <i>W. J. ...</i>	Date of Approval 6-26-78	Date of Report June 15, 1978
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

BACKGROUND

In accordance with recommendations resulting from the Executive Development Course Revision Study approved by the Commission in July 1974, the Executive Development Course curriculum has been developed through contract with Mr. Thomas H. Anderson and eight highly successful presentations have been offered by Mr. Anderson and his associates. The response of the graduates indicates this concept of delivery far surpasses the prior method of certification to a number of different colleges.

Mr. Anderson's performance has been highly satisfactory and he has developed a very successful series of offerings providing aid and assistance to contemporary law enforcement administrators in their complex roles.

ANALYSIS

Negotiations have been completed with Mr. Anderson to continue a contractual relationship with POST to present an additional four (4) offerings of the Executive Development Course during the fiscal year 1979 in an amount not to exceed \$33,900.00 in accordance with the Commission's policy relative to tuition courses. The contract includes all costs of services, as well as full-time, on-site coordination. The costs of meals, lodging and travel of participants will be paid through normal reimbursement procedures under Plan IV.

FISCAL IMPACT

Categorical breakdowns for allocation of funds of each course is as follows:

Instruction:

Total

100 hours @ \$25 per hour, including fringe benefits and \$2500.00 preparation. Twenty of the hours allow for team teaching by multiple instructors.



	<u>Total</u>
Coordination:	
Pre and POST course administration - \$270	
80 hours @ \$9 per hour, on-site coordination - \$720	\$ 990.00
Clerical:	
80 hours @ \$5 per hour	400.00
Printing and Reproduction:	
Announcement brochures, printing and reproduction	700.00
Supplies:	
Binders and indexes - 20 @ \$8 each - \$160	
Flip charts, transparencies and film rental - \$174	334.00
Certificates:	40.00
Office Supplies:	75.00
Travel:	
Coordinator \$40 per diem x 10 days - \$400	400.00
Instructors \$40 per diem x 10 days - \$400	
250 mile average x 15 instructors @ 17¢ per mile - \$637.50	1037.50
Miscellaneous Expense:	
Telephone	75.00
Postage	68.00
Meeting Room	750.00
Total Direct Cost	\$7369.50
Total Indirect Cost	\$1105.50
Total Cost	\$8475.00

Four presentations are proposed for Fiscal Year 1979.  
The total costs of the proposed four courses are \$33,900.00

#### RECOMMENDATIONS

1. Authorize four (4) contract presentations for Fiscal Year 1979.  
Courses to be held on: September 24-October 6, 1978  
January 7-January 19, 1979  
March 4-March 16, 1979  
April 22-May 4, 1979

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title Approval of Contract - POST Management Course - Humboldt State University		Meeting Date July 27-28, 1978
Division Standards and Training	Division Director Approval Bradley W. Koch	Researched By Bud Perry
Executive Director Approval W.R. Darlington	Date of Approval 7-6-78	Date of Report June 16, 1978
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_).

BACKGROUND

At the direction of the Commission, Humboldt State University has revised the POST Middle Management Course into the new POST Management Course based on performance objectives. Three highly successful presentations have been offered. Critiques from these past offerings of the course have been excellent and student participation appears high. Because of the success of this course and the demand, six (6) presentations have been requested for the year 1978-1979.

ANALYSIS

Negotiations have been completed with Humboldt State University to continue a contractual relationship with POST to present six (6) offerings of the Management Course during year 1978-1979 in an amount not to exceed \$38,868.90 in accordance with the Commission's policy relative to tuition courses. The contract includes all costs of services, as well as full-time, on-site coordination. The costs of meals, lodging, travel and salary reimbursement of participants will be paid through normal reimbursement procedures under Plan I.

FISCAL IMPACT

Categorical breakdowns for allocation of funds of each course is as follows:

## Instruction:

94 hours at \$25 per hour

Total  
\$2,300.00

## Coordination:

80 hours at \$3 per hour - \$240

80 hours at \$9 per hour, on-site coordination - \$720

960.00

## Clerical:

80 hours at \$5 per hour

400.00

## FISCAL IMPACT

### Printing and Reproduction:

Total

20 packets of 400 pages plus printed materials for notebooks \$ 200.00

### Supplies:

Certificates - 20 x \$2 = \$40  
Notebooks - 20 x \$3.30 = \$66  
Paper office supplies = \$15  
Testing devices & questionnaires = \$66 187.00

### Equipment:

Film rental (2) 90.00

### Travel:

Coordinator travel & per diem 630.00  
Instructors (6) travel & per diem 975.60

### Miscellaneous:

Postage and brochures 100.00

Total Direct Cost 5,842.60

Total Indirect Cost 635.55  
(Does not include 15% of the travel cost)

Total Cost 6,478.15

Six presentations are proposed for Fiscal Year 78/79. The total cost of the proposed three courses are \$38,868.90.

## RECOMMENDATIONS

1. Authorize six (6) contract presentations for Fiscal Year 1977/1978. Courses to be held on:

October 22, 1978 through November 2, 1978  
November 27, 1978 through December 8, 1978  
January 8, 1979 through January 19, 1979  
January 22, 1979 through February 2, 1979  
February 12, 1979 through February 23, 1979  
March 5, 1979 through March 16, 1979

2. Each presentation not to exceed \$6,478.15. Total six (6) presentations not to exceed \$38,868.90.



3. Each course presentation contains 18 to 24 reimbursable students and a minimum of 120 reimbursable students will attend the six authorized presentations.
4. Funds not used be returned to the Peace Officer Training Fund.
5. At the conclusion of each course offering, an itemized statement of expenditures shall be submitted to POST before payment will be authorized.
6. That team teaching be defined as two instructors in the classroom for actual teaching purposes and under conditions which the particular subject matter, material or format of instruction may require, which may include workshops, exercises or panel discussions. No coordinator or observer shall be considered a teacher.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>POST Management Course (Contract)</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Standards and Training</b>	Division Director Approval <b>Bradley W. Koch</b> <i>Bur</i>	Researched By <b>George Fox</b>
Executive Director Approval <i>W.R. Gough</i>	Date of Approval <b>6-26-78</b>	Date of Report <b>June 20, 1978</b>
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page _____).		

BACKGROUND

At the request of the Commission, California State University - San Jose has revised the POST Middle Management Course into the new POST Management Course based on the performance objectives format.

Cost per presentation:

First presentation - \$8,452.89 (Includes \$900 development costs.)  
 Subsequent presentations - \$7,302.89  
 Total amount of contract for three presentations - \$23,058.67

ANALYSIS

The revised POST Management Course is 80 hours in length and is presented in an intensive format. There are from 20 to 25 students in each class. The class is POST mandated for newly appointed middle management personnel. There are about 600 persons that require the training each year.

The proposed 80-hour course is partially team taught for a total of 124 hours of instruction. The proposed budget and fiscal statement reflect that the course cost is based upon the \$25 per hour maximum.

FISCAL IMPACT

A categorical breakdown of funds allocated for each course is as follows:

	<u>Total</u>
Instruction:	
124 hours at \$25 per hour	\$3,100.00
Coordination:	
36 hours at \$9.00 per hour	324.00
Clerical:	
80 hours at \$5.00 per hour	400.00

Utilize reverse side if needed

FISCAL IMPACT - (continued)

Printing-Reproduction:

25 packets of 400 pages plus printing materials	\$ 500.00
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Supplies:

Testing devices and Questionnaires	301.00
Certificates - 25 at \$2.00 each	50.00
Notebooks and indicies 25 at \$6.50	162.50
Paper and other supplies	125.00

Travel and Per Diem:

Instructor travel 752 miles at \$.17 per mile	127.84
Instructor per diem, 14 days at \$40 per day	560.00

Miscellaneous

Film rental	100.00
Meeting room rental - 10 days at \$60 per day	<u>600.00</u>

Total direct cost	\$6,350.34
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Total indirect cost	<u>952.55</u>
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Total cost	\$7,302.89
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RECOMMENDATIONS

1. Authorize three (3) contract presentations during the next fiscal year. Courses to be held on: October 2-13, 1978; January 8-19, 1979; June 4-15, 1979.
2. Course costs: First presentation not to exceed \$8,452.89, second and third presentations not to exceed \$7,302.89. Total for the three (3) presentations not to exceed \$23,058.67.
3. Each course presentation to have 20 to 25 POST reimbursable students and a minimum of 65 POST reimbursable students will attend the three authorized presentations.

RECOMMENDATIONS - (continued)

4. Funds not expended will be returned to the Peace Officer Training Fund.
5. At the conclusion of each course offering, an itemized statement of expenditures shall be submitted to POST before payment will be authorized.
6. Team teaching will be defined as two instructors in the classroom for actual teaching purposes and under conditions which the particular subject matter, material or format of instruction may require, which may include workshops, exercises or panel discussions. No coordinator or observer shall be considered a teacher.

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title POST Management Course (Contract)		Meeting Date July 27, 1978
Division Standards & Training	Division Director Approval <i>Brad Roth</i>	Researched By Gene DeCrona <i>GD</i>
Executive Director Approval <i>W. M. Arlington</i>	Date of Approval 7-5-78	Date of Report 6-26-78
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

BACKGROUND:

This is a request for renewal of a one year contract with CSU, Northridge to present the POST Management Course under the performance objective format. CSU, Northridge has been involved in the presentation of this course since the inception of the revised Management Course in 1976.

Cost per presentation = \$5,801.75

Total amount of contract for 5 presentations during 1978/1979 = \$29,008.75

ANALYSIS:

The revised POST Management Course is 80 hours in length. There are 18-24 trainees in each class. The training is mandatory for newly appointed middle managers.

There were 400 middle managers trained in 1977/1978 Fiscal Year. Eighty-two were trained by CSU, Northridge.

The POST Management Course is partially team taught for a total of 124 hours of instruction. An on-site coordinator will be present during the entire course. The proposed budget and fiscal statements indicate course cost based on the fees established by Commission Regulation guidelines.

RECOMMENDATION:

Authorize five (5) contract presentations for Fiscal Year 1978/1979.

Utilize reverse side if needed

Commission on Peace Officer Standards and Training

AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>POST Management Course (Contract)</b>		Meeting Date <b>July 27, 1978</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Gene DeCrona</b> <i>(D)</i> <i>[Signature]</i>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>July 7, 1978</b>	Date of Report <b>7/1/78</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/>		Financial Impact Yes (See Analysis per details) <input checked="" type="checkbox"/> No <input type="checkbox"/>

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

BACKGROUND

This is a request for a contract with CSU, Long Beach to present the POST Management Course under the performance objective format. CSU, Long Beach has been presenting the Management Course for several years under the tuition guidelines. It is now requesting to convert to contract to be consistent with other presenters.

Cost per presentation = \$5,508.50

Total amount of contract for 3 presentations during FY 1978/1979 = \$16525.50

ANALYSIS

The revised POST Management Course is 80 hours in length and attendance is mandatory for newly appointed middle managers. There will be 18 - 24 trainees in each class and to be no less than 60 trainees for the 3 presentations. There were approximately 400 middle managers trained and reimbursed in FY 1977/1978. CSU, Long Beach trained approximately 130 of those trained. An on-site coordinator will be present during the entire course. The proposed budget and fiscal statements indicate course cost based upon the fees established by Commission Regulations guidelines.

RECOMMENDATION

Authorize three (3) contract presentations for FY 1978/1979.

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title CSTI FY 1978/1979		Meeting Date July 27-28, 1978
Division Standards and Training	Division Director Approval <i>Paul Rod</i>	Researched By Fravel S. Brown
Executive Director Approval <i>W. Harbington</i>	Date of Approval 6-29-78	Date of Report June 20, 1978
Purpose: Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>		

In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page \_\_\_\_\_).

ISSUES

At the January 1978 meeting, the Commission approved the CSTI contract request for \$356,447. The Commission approved the following courses and number of presentations per course. CSTI proposes the following courses and the number of presentations per course:

<u>COURSE</u>	<u>APPROVED BY COMMISSION</u> <u>January 1978</u>	<u>PRESENTLY PROPOSED</u> <u>BY CSTI</u>
Civil Emergency Mgt. Course	8	6
Officer Survival Course	26	20
Terrorism Course	10	5
Inter. Terrorism Seminar	3	1
Invest. of Violent Crimes	6	6
Adv. Terrorism Analysis Course	0	2
Nuclear Site Security Seminar	0	1
Contingency Planning for Hazardous Materials Course	0	3
Robbery Investigations Seminar	0	3
Juvenile Invest. for Patrol Sem.	0	3

ANALYSIS

CSTI is requesting recertification for Officer Survival, Political Terrorism, Civil Emergency Management, International Terrorism, and Investigation of Violent Crimes.

CSTI is requesting new certifications for Contingency Planning for Hazardous Materials Course, Nuclear Site Security Seminar, Advanced Terrorism Analysis, Juvenile Investigations, and Robbery Investigations.

In order to accommodate the new courses, CSTI proposed some changes from the course offering schedule approved at the Commission meeting of January 1978. The new certifications request indicate they wish to substitute some identified needed courses. The total number of instructional hours is slightly reduced and the total projected number of POST-reimbursed trainees is slightly increased. The offsetting charges result in a reduction of

Utilize reverse side if needed

\$65,612 in the estimated cost of reimbursements. The Commission originally approved a total reimbursable cost to the Peace Officer Training Fund of \$342,317. The proposal being submitted to the Commission to date is to approve a total reimbursable cost to the Peace Officer Training Fund of \$776,705. The contract request figure, \$356,447, remains the same as originally approved. (See attached contract and course certification action request)

#### RECOMMENDATION

Recommend the certification actions be approved as submitted and the changes in the course schedule be accepted.



Q

## AGENDA ITEM SUMMARY SHEET

Agenda Item Title <b>IMPLEMENTATION OF REVISED BASIC COURSE</b>		Meeting Date <b>July 27-28, 1978</b>
Division <b>Operations</b>	Division Director Approval <i>[Signature]</i>	Researched By <b>Glen E. Fine</b>
Executive Director Approval <i>[Signature]</i>	Date of Approval <b>7-18-78</b>	Date of Report <b>July 17, 1978</b>
Purpose: Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report <input type="checkbox"/> Financial Impact <input type="checkbox"/>		Yes (See Analysis per details) <input type="checkbox"/> No <input type="checkbox"/>
In the space provided below, briefly describe the ISSUES, BACKGROUND, ANALYSIS and RECOMMENDATIONS. Use separate labeled paragraphs and include page numbers where the expanded information can be located in the report. (e.g., ISSUE Page ____).		

By Commission action, the Basic Course has been increased from 200 to 400 hours minimum, effective July 1, 1978.

A problem has been identified relative to equivalency evaluations requested by Chiefs and Sheriffs prior to the effective date of the revised standard. Equivalency evaluations are requested on an ongoing basis. Such requests were being routinely received and BCEE examinations scheduled during the months preceding adoption of the revised course. During the month of June requests for equivalency evaluations increased.

Evaluations by staff during that time were based upon the 200-hour minimum course. All equivalency requests received prior to July 1 have not been cleared. Because the process allows for makeup of deficiencies, several months are sometimes required for makeup training to occur and final equivalency approval to be granted. In addition, all applicants approved for the BCEE did not take the test prior to July 1 and must still be scheduled.

In order to clarify this issue, staff suggests that the Commission approve the following policy statement:

All applicants for Basic Course equivalency waivers may be employed subject to the training requirements in force at the time of equivalency request. Applicants for whom equivalency waivers were requested prior to July 1, 1978, may be employed subject to the 200-hour minimum only if employed prior to January 1, 1979.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

CENTER FOR POLICE MANAGEMENT

POLICE VEHICLE ACCIDENT SURVEY

GENERAL SUMMARY OF  
FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

The attached document is a synopsis of more extensive findings, concusions, and recommendations which will be found in the final report of the Police Vehicle Accident Study.

In reviewing this synopsis, it will be productive to recognize that the broadened findings and conclusions contained in the final document will be more specific than this general overview based on generalized analysis.

# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## CENTER FOR POLICE MANAGEMENT

### POLICE VEHICLE ACCIDENT SURVEY

#### GENERAL SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

##### AGE OF THE POLICE DRIVER

###### o Finding

Trained officers under the age of 30 are over-represented in the accidents studied while untrained officers in the same age group are under-represented. Trained officers 30 years of age or older are under-represented while untrained officers in the same age group are over-represented.

###### o Conclusion

Trained officers under the age of 30 experience more accidents than expected while untrained officers experience less. For officers 30 or over the opposite is true. Driver training may cause younger officers to develop an inflated impression of their driving skills and abilities while older officers, as a result of maturation and experience, may be more responsive to training.

###### o Finding

Police drivers under the age of 35 are generally over-represented in accidents occurring while in pursuit of violators, and while responding to emergency and high stress calls. The same age group is under-represented in accidents occurring during routine driving situations. The opposite is true with officer 35 years of age and over.

###### o Conclusion

The police officer under 35 tends to overdrive during stressful situations while his older counterpart generates greater driving difficulties while engaged in routine situations. The younger officer tends to display a greater aggressiveness with an overemphasis on accomplishing some police purpose without consciously considering the accident potential.

##### EXPERIENCE OF POLICE DRIVER

###### o Finding

Officers with less than twelve months police experience are over-represented in accidents involving pursuit, emergency, and high stress driving situations. Over-representation again occurs when officers exceed three years of police experience during the same

driving situations.

o Conclusion

Lack of experience may be a factor in officers employed less than twelve months while the time elapsed since training may be a factor in the over-representation of officers with three years or more of police experience.

o Finding

Officers with between two and three years experience are significantly over-represented in single vehicle accidents.

o Conclusion

If one subscribes to the concept that single vehicle accidents involve loss of control and a finding of fault on the part of the police driver, accidents in this experience group appear to be attributed to overconfidence.

o Finding

Officers with less than three years experience are highly over-represented in accidents at speeds between 21 and 50 miles per hour while their more experienced counterparts are over-represented in accidents while traveling less than 21 and in excess of 50 miles per hour.

o Conclusion

The less experienced officers are more likely to become involved in accidents at medium speeds due to inattention or overconfidence in their driving abilities. The more experienced officers may lack concern in the possibility of slow speed accidents while their high speed accidents may have a relationship to time elapsed since training.

TYPE OF DRIVING

o Finding

Excessive speed, right of way, traffic signals, and stop signs are highly over-represented as primary collision factors of the police driver in accidents involving pursuit, emergency, and high stress driving situations.

o Conclusion

Officers depend too heavily on the use of emergency warning devices to obtain the right of way. With the increased speed utilized in these driving situations the probability of becoming involved in an accident is significantly increased.

o Finding

Emergency driving with lights and siren and high stress, pursuit, and emergency driving without emergency warning devices is over-represented in fatal and injury accidents.

o Conclusion

Although the percentage of time or mileage devoted to these driving situations could not be determined, it is assumed it is comparatively small. With the limited comparable time and mileage allocated, these driving situations are extremely dangerous in terms of accident severity.

o Finding

Pursuit driving with lights and siren or lights only is under-represented in fatal and injury accidents when compared to all other driving situations.

o Conclusion

While pursuit driving with lights and siren or lights only is more dangerous, in terms of severity, than routing driving, it is considerably less dangerous than emergency or high stress driving.

SOBRIETY OF OTHER DRIVER

o Finding

In fatal and injury accidents the other driver who has been drinking is highly over-represented.

o Conclusion

The additional hazard of the drinking driver has long been evident. It is clear that the drinking driver is contributing measurably to the severity of the police vehicle accident problem.

TRAINING

o Finding

Drivers trained at one particular driver training institution were highly over-represented in both single vehicle and fatal and injury accidents when compared to all others trained.

o Conclusion

That training institution, prior to the study, lacked a skid pan and provided limited controlled speed practice. If one subscribes to the

concept of single vehicle accidents relating to loss of control and fault attributed to the driver; and further, that high severity is related to speed, then it may be concluded that a lack of this type of training may result in increased severity and a higher incidence of single vehicle accidents related to loss of control.

o Finding

Contrary to the above finding, officers trained at tuition related training institutions which provide skid pan and controlled speed practice, were significantly under-represented in single vehicle accidents.

o Conclusion

It appears that training programs with a full range of facilities reduce the incidence of single vehicle accidents. This may be attributable to an increase in the level of manipulative skills.

o Finding

Officers trained at the Academy of Defensive Driving are significantly under-represented in single vehicle accidents when compared to all others trained.

o Conclusion

Officers trained at the Academy of Defensive Driving are considerably less likely to become involved in single vehicle accidents associated with loss of control.

RECOMMENDATIONS

- o Data collection efforts disclosed a distinct lack of knowledge within many departments of their individual accident problem including inadequate reporting, analysis, management review, and efforts toward a reduction of accidents. It is therefore recommended that individual departments should establish specific accident reporting procedures including a report of every accident on a standard form (no narrative memorandums) from which a statistical analysis is extracted; a formal review including an appropriate finding of preventability; and a specific plan, based on accident experience, to combat the problem.
- o The study also disclosed a high frequency of accidents attributed to specific individuals within departments. Through a view toward vicarious liability or other concepts, some police administrators tend to believe training will produce a solution to the problem. Experienced driver training instructors, when faced with the problem of retraining such individuals, find that skill levels are high, but attitudes are poor. The driver training staff strongly believe that it is not possible to successfully alter attitudes in a period of 24 hours of training. It is therefore recommended that administrators review the entire record of a high accident frequency individual, specifically in the affective area of his behavior, prior to his assignment to additional training.

- o During seminars of driver training managers and instructors in which statistically significant findings were presented, it was strongly emphasized by participants that it should be recommended that departments should recognize their real problems and develop individual programs in response to these problems; that vicarious liability and negligent retention concepts should be recognized especially on the part of the chief executive; that there is a real need for adequate supervision in the area of driver training; that management must realize that training is not the answer to all attitude and disciplinary problems nor is it the answer to supervisory problems or the lack of supervision; and that management should support instructors to the extent of dismissing officers who are disciplinary problems.
- o The reduction of costly police vehicle accidents is the responsibility of all supervisors and managers as well as chief executives. This responsibility is frequently not accepted or accountability not required, especially at the supervisory level. It is therefore recommended that aspects of driver training be conducted for supervisors and that management training include instruction on managing accident reduction programs.
- o The driver training seminars were extremely successful from the point of view of the participants. They appreciated the opportunity to consider findings, propose conclusions, and become a part of the process of providing recommendations. Their expertise was extensive, their enthusiasm evident, and their recommendations considered and thoughtful. Their association was productive in the interest of improving driver training in California. It is therefore recommended that bringing together these instructional experts in driver training as well as other highly technical training fields be continued and expanded.
- o Driver training instructors, after having considered the statistically significant findings, have concluded that present driver training teaches skills that cannot counteract poor attitudes and disciplinary problems. They recognize, however, needs to improve training and concur in the recommendations that trainers must guard against training that may cause overconfidence in younger and less experienced officers to the extent that the student must be appraised of the reality of street conditions at the conclusion of training. Further, the ever changing and stressful street situations must be more realistically depicted and experienced during training.

# Training Needs Assessment Update

7-25-78

The information contained in this handout is intended to be an update on the Training Needs Assessment completed early in 1978. Although this latest information is not complete, the data recorded includes input from most of the police and sheriff departments having over 50 sworn employees. On the date of this report returns have been received from 54 of the 58 sheriff departments and 301 of the 357 police departments involved in the study. This represents an 85% return of the concerned departments.

## I. Mandated Courses

<u>Course Title</u>	<u>*Actual Trainees 77/78</u>	<u>**Estimated Trainees 78/79</u>	<u>Change</u>
<u>POST Mandate</u>			
Basic	2,543	2,553	+ 10
Advanced Officer	10,546	9,075	-1471
Supervisory	606	1,253	+ 647
Management	315	717	+ 402
<u>Legislative Mandate (Not on ques- tionnaire)</u>			
Jail Operations	565	18	- 547
Jail Management	105	0	- 105
Traffic Accident Investigation	315	2	- 313

\*Reimbursed by POST as of June 30, 1978

\*\*From the special questionnaire responses



## II. Optional Training - Job Specific

<u>Course Title</u>	<u>Priority of Course</u>		<u>Estimated Number of Employees</u>		<u>Change</u>
	<u>Original Assessment</u>	<u>Special Assessment</u>	<u>Original Assessment</u>	<u>Special Assessment</u>	
General Criminal Investigation	1	3	1150	975	-175
Burglary Investigation	2	4	551	621	+ 70
Narcotics Investigation	3	11	501	610	+109
Sex Assault Investigation	4	16	481	504	+ 23
Field Training Officer	5	1	994	821	-173
Crime Prevention	6	9	445	981	+536
Homicide Investigation	7	6	446	318	-128
Background Investigation	8	19	282	190	- 92
Robbery Investigation	9	11	352	311	- 41
Complaint Dispatching	10	7	800	519	-281
Property and Evidence Control	11	27	292	255	- 37
Internal Affairs	12	17	293	184	-109
Firearms Instruction	13	12	392	1147	+755
Theft Investigation	14	18	299	340	+ 41
Delinquency Control	15	12	246	335	+ 89
Check/Forgery Investigation	16	26	220	168	- 52
Intelligence	17	13	201	170	- 31
Research and Development	18	25	174	112	- 62
Arson/Explosive Investigation	19	14	224	150	- 74
Vice Investigation	20	24	320	151	-169
Photo/I.D. Lab	21	23	200	159	- 41
Major Fraud Investigation	22	21	162	90	- 72
White Collar Crime	23	30	118	90	- 28
Consumer Fraud Investigation	24	29	<u>68</u>	<u>55</u>	<u>- 13</u>
TOTALS			9211	9256	+ 45

### III. Optional Training - Skills and Knowledge

<u>Course Title</u>	<u>Priority of Course</u>		<u>Estimated Number of Employees</u>		<u>Change</u>
	<u>Original Assessment</u>	<u>Special Assessment</u>	<u>Original Assessment</u>	<u>Special Assessment</u>	
Report Writing	1	5	2494	1822	- 672
Laws of Arrest, Search and Seizure	2	2	2508	2174	- 334
Officer Survival Techniques	3	2	2285	2546	+ 261
Defensive Driving	4	5	3697	2511	-1186
Field Evidence Collection Techniques	5	7	1140	1330	+ 190
Community Relations	6	7	1363	1076	- 287
Pursuit Driving	7	8	3152	1073	-2079
Hostage Negotiation Techniques	8	18	838	585	- 253
Crisis Intervention	9	10	1690	1420	- 270
Personal Stress Reduction	10	15	1857	1039	- 818
Defensive Tactics	11	9	1713	1114	- 599
Dealing With The Mentally Ill	12	26	684	395	- 289
Basic Latent Fingerprint School	13	16	568	399	- 169
Criminal Justice Information Systems	14	24	893	339	- 554
Interpersonal Communications	15	20	1416	943	- 473
Instructor Development	16	22	526	198	- 328
Advanced Latent Fingerprint School	17	13	304	151	- 153
Spanish for Peace Officers	18	23	1033	469	- 564
Riot Control	19	31	2227	439	-1788
Knowledge of Specialized Surveillance Equipment	20	28	265	118	- 147
Breathalyzer Training	21	17	1655	842	- 813

### III. Optional Training - Skills and Knowledge (Cont.)

<u>Course Title</u>	<u>Priority of Course</u>		<u>Estimated Number of Employees</u>		<u>Change</u>
	<u>Original Assessment</u>	<u>Special Assessment</u>	<u>Original Assessment</u>	<u>Special Assessment</u>	
Organized Crime Informant Development and Maintenance	22	21	190	83	- 107
S.W.A.T. Training	23	17	700	655	- 45
Analysis of Urban Terrorist Activity	24	19	294	194	- 100
Firearms and Toolmark Identification	25	23	<u>254</u>	<u>258</u>	<u>+ 4</u>
TOTALS			33746	22173	-11573